

POLICY A8 Satisfactory Academic Progress (SAP) (Certificate)

Policy Name: Satisfactory Academic Progress (SAP)
Policy Category & Number: A8
Person Responsible: Chief Financial Officer
Approved by: Dean
Effective Date: August 1, 2022
Version: 2.0
Policy Status: Approved

- I. Policy:

It is the policy of Bon Secours St. Mary's Hospital School of Medical Imaging (SOMI) to measure and monitor students' academic progress in accordance with the procedures and deadlines set forth in this policy and the requirements of Title IV – Higher Education Act of 1965, as amended (Title IV Regulations).
- II. Purpose:

The purpose of this policy is to establish procedures for the measurement and monitoring of students' Satisfactory Academic Progress (SAP) towards the completion of an academic program, in accordance with Title IV Regulations. Students must meet and maintain SAP requirements, which include both qualitative and quantitative standards, in order to maintain eligibility for Title IV Financial Aid.
- III. Scope:

This policy applies to all students who utilize Title IV Financial Aid programs that are administered by SOMI, including Federal Pell Grant and Federal Direct Loans (Subsidized, Unsubsidized, and PLUS). SAP requirements related to Title IV Financial Aid eligibility are more stringent than Satisfactory Academic Progress standards for the academic programs. As such, a student may fail to meet SAP for Title IV Financial Aid eligibility and continue in "good standing" according to academic program standards, which are further defined in policy A2 Academic Progression & Academic Extension.
- IV. Policy Details:
 - A. Designation of a Responsible Party

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The Chief Financial Officer (CFO) is responsible for monitoring compliance with the requirements of this policy and applicable Title IV regulations.

B. SAP Requirements

SAP is calculated within SOMI's Student Information System (SIS) consistently for all students for all periods of enrollment at the end of every Semester (payment period). SAP measures academic progress towards the completion of the academic program in qualitative and quantitative components. The inclusion or exclusion of certain course work and grades for the purpose of calculating SAP is outlined in Section C.

i. Qualitative Progress – Cumulative Minimum GPA

Students must maintain a cumulative minimum GPA of 2.0, equivalent to a "C".

ii. Quantitative Progress – Maximum Time Frame

Students are required to complete their academic program within a reasonable time frame based upon the published program length.

- **Maximum Time Frame** – The quantitative standard for SAP is completion of all academic requirements within 150% of the published length of the program. Students who do not complete all academic requirements within 150% (27 months) of the published length of the program (18 months) will be dismissed from the program. Transfer credits accepted towards completion of the program and all credits attempted while enrolled will count toward the 150% of the published length of the program.
- **Pace of Completion** – In order to meet SOMI policy and to complete the program within the maximum timeframe: a student must complete 100% of all credits attempted in the 1st semester, and 65% in all subsequent semesters. Transfer credits accepted towards completion of a student's program and all credits attempted while enrolled at the School will count toward the percentage of attempted courses completed.

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- iii. Students are permitted to repeat one (1) clinical course and must repeat it immediately following the 5th semester (summer).
- iv. Students repeating a clinical course or making up an incomplete course grade, are eligible to continue receiving financial assistance if the following conditions are met:
 - The student is otherwise making satisfactory progress;
 - The time needed to satisfy the incomplete course work is within the maximum total program length.

C. Failure to Meet SAP Requirements

Students who fail to meet SAP requirements, either Qualitative or Quantitative progress, will be notified electronically via the SIS, in accordance with policy G18 Student Communication. In such an event, the communication will include Financial Aid Status and any impact to Title IV Financial Aid eligibility.

The Director of Financial Aid informs the student that s/he is no longer eligible to receive Title IV Funds or be certified for GI Bill benefits (if applicable) until SAP requirements are met in a subsequent semester.

SOMI does not offer Financial Aid Warning or Financial Aid Probation status.

Students who do not meet SAP requirements may appeal by following the academic grievance procedure outlined in policy G27 Student Appeal.

Students that do not meet SAP within the 150% maximum time frame will be dismissed from the program.

Students that are terminated from the program due to failure to meet SAP must re-apply for admission.

V. Definitions:

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Credits Attempted – is the number of credits related to a course for which the student remains enrolled after the Add/Drop Period has ended, regardless of completion or success within the course.

Credits Earned – is the number of credits related to a course for which the student remained enrolled after the Add/Drop Period and completed with a passing grade of “C”, “P” or higher.

Cumulative Grade Point Average (GPA) – refers to overall GPA which includes dividing the number of quality points earned by Credits Attempted, as further defined in policy A1 – Grading (Certificate).

VI. Attachments:
N/A

VII. Related Policies:
A2 – Academic Progress & Academic Extension (Certificate)
G18 – Student Communication
G27 – Student Appeal

VIII. Disclaimers:
a. Nothing in this policy creates a contractual relationship between Bon Secours St. Mary's Hospital School of Medical Imaging (SOMI) and any party. SOMI, in its sole discretions, reserves the right to amend, terminate or discontinue this policy at any time, with or without advance notice.

IX. Version Control:

Version	Date	Description	Prepared by
1.0	8/1/2020	New Template & Revisions	Chief Financial Officer
2.0	7/19/2022	Revisions	Director of Financial Aid