

## **Satisfactory Academic Progress Policy**

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Federal law and regulations require that all students receiving financial aid maintain satisfactory academic progress (SAP) according to both qualitative and quantitative measures. The following policy represents the standards adopted by **Central School Of Practical Nursing, Inc. (CSPN)** and the **Student Financial Aid Office** and applies to all enrolled students including students receiving financial aid such as but not limited to Federal Direct Student Loans and Pell Grants. CSPN will treat all enrolled students the same regardless of their category (Full time or part time, etc) and program of study. CSPN currently offers only one course of study: Practical Nursing. The Practical Nursing program is a progressive program in which the student must successfully complete the courses in the order they are offered before they can progress to the next level.

In order for students in a clock-hour program to receive financial aid, they must maintain satisfactory progress toward completion of their diploma. The official Satisfactory Academic Progress is evaluated at the end of each payment period.

- 1) If satisfactory academic progress is not achieved at the end of the payment period, the student will be dismissed and become ineligible for financial aid in future payment periods until SAP has been regained.
- 2) If prior to the official SAP evaluation at the end of the payment period, a student fails a course in the first of the two levels within the payment period, the student will be dismissed and become ineligible for financial aid in future payment periods until SAP has been regained.

### **Reestablishing Eligibility (Regaining SAP)**

A student may regain SAP by completing the following steps:

- 1) Make a successful appeal to the Admissions and Promotions (A&P) Committee to be readmitted to the school.
- 2) Repeat the failed courses and related clinical components (if any) and pass those courses.  
Note: If the A&P Committee approves the petition, the student will retake the failed courses and related clinical components (if any) the first opportunity those courses are offered by the School. Once the student has regained SAP, they will once again be eligible to receive Financial Aid for future payment periods.

Financial Aid Satisfactory Progress (SAP) is measured in terms of pace and grade point average (GPA). Pace is defined as the ratio of clock hours completed to clock hours attempted in a program.

### **Conditions for Meeting Satisfactory Academic Progress Policy**

#### **1. Qualitative Measure (Minimum Standards)**

Students must maintain a cumulative grade point average (GPA) of 2.5 or higher for each level of the program and a score of 75% or better in each individual course. A final grade below 75% in any one course will mean the student has not maintained SAP.

- a) Complete course grades are A (100-90%), B (89-80%), C (79-70%), D (69-60) and F (59 and below).
- b) Complete clinical grades are S (satisfactory) and U (unsatisfactory).

All final courses are rounded up from .5 (ex: 74.5% to 75%).

## **2. Quantitative Measure (Clock Hours)**

You must complete at least 80% of clock hours attempted each level to remain compliant with the SAP Policy. For example, if there are 274 clock hours attempted in Level 1, the student must have completed at least 220 of those clock hours to maintain SAP. Students are responsible for all material covered in class regardless of attendance.

Additionally, a maximum of two clinical absences are allowed for each level for a total of 64 hours throughout the program.

## **3. Maximum Timeframe to Complete a degree**

The maximum allowable timeframe for receiving aid is equal to 150% of the length the program.

If you are a transfer student, your accepted transfer coursework will be counted as both attempted and completed hours towards the student's educational program within the maximum timeframe.

## **Academic /SAP Warning And Dismissal**

### **Warnings:**

All grades will be averaged at the midterm. Midterm exams are offered approximately half-way through each course. Any student who has an average below 75% in any course will receive an official written warning from the Admissions and Promotions Committee. The student will be notified of the warning and a copy of this warning will be placed in the student's file. The student must make an appointment with their instructor for assistance. The student will also be placed on academic probation by the Admissions and Promotions Committee. The student does not lose financial aid as a result of a warning.

### **Dismissals (Involuntary Withdrawals):**

- a) When a final average for the level is below a 2.5 GPA or any one course grade is below 75%, dismissal from the program will result and the student will be considered withdrawn
- b) The student is notified by the Program Administrator or her designee either verbally or written.
- c) Students failing one course can petition the Admissions and Promotions Committee for readmission a maximum of one time only throughout the program's entirety.
- d) Failure of any academic course requires repeating the failed course and related clinical component (if any) for that level. The student must achieve a passing grade in theory and a satisfactory in the related clinical component that is being repeated to successfully complete the course.
- e) The student must pay for repeated courses and clinical components. Financial Aid is not available to cover the cost of repeated coursework

Upon dismissal, the student is no longer eligible for financial aid until the student once again maintains SAP by satisfying both items c) and d) above. Per the Appeals section below, a student who appeals to be readmitted to the school to retake a failed course is considered to have also made an appeal to regain their SAP and will automatically be given the opportunity to regain SAP by satisfying the minimum SAP requirements stated above.

### **Incompletes:**

A student who has not completed a course or courses by the end of the corresponding level or payment period will be deemed to have not met the school's SAP policy under the quantitative measurement. The

student will be considered withdrawn. The student may appeal the SAP evaluation per the policy below. Students who successfully appeal will be required to repeat all courses and clinicals for the affected level. For Purposes of SAP, an incomplete student will be treated the same as a Voluntarily Withdrawn student below.

### **Voluntary Withdrawals:**

- 1) A student who voluntarily withdraws from a course or courses will be considered to have withdrawn from the school entirely. If the student received federal financial aid, the Return To Title IV (R2T4) Process will be completed for that student. If the student wishes to return and is readmitted by the Admissions and Promotions Committee, the student must complete all courses and corresponding clinical rotation starting with the level from which the student had previously withdrawn. Students who voluntarily withdraw will be deemed to have not satisfied the school's SAP policy until they successfully complete the level from which they had withdrawn.
  
- 2) Approved Leave of Absence (LOA) requests must be made by the student prior to the official SAP evaluation in order to be considered by the Admissions and Promotions Committee. If the student is granted an LOA, the student will not have violated the school's SAP Policy. The student must return to the beginning of the same level or course the very next time it is offered by the school in order to finish the program within 150% of its length. Once the student returns, an official SAP evaluation can then be made at the end of the corresponding payment period. If a student on an LOA does not return in time (by the next time the level or course is offered by the school), then the student will be considered withdrawn. At that time, the student will not have satisfied the school's SAP Policy and will be subject to the school's dismissal and R2T4 Policies. Please refer to the school's LOA Policy for additional detail about leaves of absences.

### **Repeated Courses:**

After successfully appealing the A&P Committee to repeat a previously failed course and related clinical rotation (if any), the student will remain in violation of the SAP under the qualitative measurement portion of the SAP policy. Once the student has successfully passed the previously failed course and related clinical (if any), the student will have regained eligibility and achieved SAP. The student will once again become eligible for federal financial aid for the future payment periods. Students who are dismissed for not maintaining the quantitative measurement are considered incomplete.

### **Transferred Credits:**

The school does not accept credits from other institutions.

However, Program Administrator/Dean and Associate Dean can review and potentially approve an accepted student for Advanced Placement if they meet the following criteria:

- Advanced Placement will be considered for all enrolled applicants that have achieved a C grade or better (in the past 5 years at an accredited college) in the areas of Nutrition, Anatomy & Physiology I and II (must complete both AP I and II), and/or Growth and Development/Life Span.

### **Appeals:**

A student determined to have not achieved SAP and was subsequently dismissed from the program may appeal to the Admissions & Promotions Committee in writing to be readmitted to the school and repeat the failed course and related clinical rotation (if any). The student's appeal must, at a minimum, 1) explain why they failed to make SAP and 2) further explain how the student's situation has changed that will allow them to attain SAP at the next evaluation. Exceptions may be made based on extenuating circumstances including, but not necessarily limited to, documented illness, or change of program. The Program Administrator or designee will inform the student in writing of the decision, specifying the conditions, if any, under which an exception has been made, or explaining the reason(s) for denying the appeal and detailing the actions necessary for the student to regain eligibility. A student may request a review of this decision in a meeting of the student, the Director of Financial Aid, the Program Administrator and/or the Appeal Committee.

A student who appeals to be readmitted to the school to retake a failed course is considered to have also made an appeal to regain their SAP and will automatically be given the opportunity to regain SAP by satisfying the minimum SAP requirements stated above. Students who have not maintained SAP are by default dismissed from the program since they would have failed one or more courses in the payment period. Financial aid eligibility for the next payment period is regained only after a successful appeal has been made by the student and the student achieves SAP by passing a previously failed course. A student may appeal to repeat only one course and related clinical rotation (if any). A student may not appeal if they failed more than one course. A student who fails to achieve SAP after a successful appeal has been made will be dismissed from the program and no further appeals can be made.