

Satisfactory Academic Progress Policy

In order to receive federal and state financial aid, students must be in an eligible program of study and making satisfactory progress in their course of study. All entering students at Jefferson College of Health Sciences, including those returning after a period of non-enrollment, are admitted with the confidence that they will make satisfactory progress. This requirement applies to part-time as well as full-time students for all semesters of enrollment within an academic year, including those semesters for which no financial aid was granted. Satisfactory Academic Progress is evaluated at the conclusion of each semester, and this review looks at grades received, courses attempted, GPA and pace towards graduation.

The Federal SAP definition has three components:

1. A Cumulative Grade Point Average (GPA):

Undergraduate Students: All undergraduate students must maintain a minimum cumulative grade point average of 2.0.

Graduate Students: All graduate students must maintain a minimum cumulative grade point average of 3.0.

2. Qualitative Progress: Minimum Credit Hour Completion Percentage

Students must complete at least 67% of all credit hours attempted each semester. Therefore, incompletes, withdrawals and failing grades do not count toward completion.

For example: if you enroll in 12 credit hours, and at the end of the semester you have successfully completed 7 credits, 7/12 equates to 58% which *does not meet* the minimum 67%. If you are in good academic standing prior to this attempt, you will be placed on SAP warning, if however, this is the second semester that you are not meeting the SAP standards, then you are no longer eligible to receive financial aid.

3. Quantitative Progress: Maximum Time to Complete a Degree/Program

Students cannot exceed 150% of the number of credit hours required to complete their degree program. All hours attempted toward the completion of a program of study will be counted in the maximum number of allowable hours regardless of whether financial aid was received. Students are not eligible for financial aid if they have exceeded the number of credit hours. Transfer hours are included in the total. Students are expected to complete their program of study within the scheduled amount of time.

For example: if you enroll in a degree program that requires 120 credits and you transfer in 92 credits, these credits count as attempted. i.e.: $120 \times 150\% = 180$. Therefore, your maximum credits allowed are 180. If you are placed on Financial Aid Suspension for exceeding the maximum time frame to complete your program of study, you may submit an appeal. Appeals are considered on a case by case basis.

Measuring the Pace of Completion

To avoid exceeding the maximum time frame required to complete a program of study using financial aid, students are expected to maintain a "pace of completion." At the end of each semester, students must have successfully passed a minimum percentage of credit hours from all hours attempted. Students must maintain a cumulative pace of completion that is at least 67 percent of all hours attempted at the end of each semester. Satisfactory academic measurable progress for financial aid purposes is defined as a passing grade ("A," "B," "C," "D," or "P). Grades of "W," "F," and "I" will be counted as hours attempted but will not be counted as hours successfully completed. Repeated course enrollment will be counted in the completion rate and against the overall maximum time allowed to complete the program of study.

If a student has not maintained the minimum standards by the end of the semester, financial aid assistance will continue in a warning status for a period of one (1) semester. If the student is on warning and satisfactory progress is attained, then financial aid is continued and the warning status is removed. If the student has been placed on warning and at the end of the warning semester satisfactory academic progress is not attained, the student is placed on Financial Aid Suspension and no Federal Aid is awarded. Students re-enrolling after periods of non-enrollment or changing academic programs following program dismissal or suspension will be evaluated based on their last period of enrollment.

A Student will be terminated from Financial Aid without a semester of warning if he/she:

- Has attempted 150% of their program of study. All attempted hours towards current major will be considered, including transfer hours that apply towards current major.
- Fails to maintain a 2.0 cumulative grade point average midway through the program of study.

Financial Aid Suspension, Appeal and Reinstatement Procedures

Students who have not attained satisfactory progress at the end of a “warning” semester will be placed on Financial Aid Suspension. Suspended students may appeal their status. Students who choose to appeal should:

- Meet with their academic advisor to create an Academic Plan to re-establish compliance of the SAP policies.
- Submit a letter clearly outlining the unusual circumstance with supporting documents to the Office of Financial Aid.

The Financial Aid Appeals Committee will review the student appeal request on an *as needed* basis. The student may request to attend the committee meeting to explain their situation. The Committee will review the appeal and the student will be notified in writing of the decision. **All decisions are final.**

The Reinstatement Process

- Reinstatement means that the student has resolved his/her suspension status, has been placed on probation and will be considered for Federal Financial Aid another term.
- A student may be reinstated if a grade change increases the cumulative grade point average and/or percent of cumulative credits completed.
- A student may be reinstated after completing credits to raise the cumulative grade point average and/or completion rate of credit hours attempted.

THE STUDENT MUST NOTIFY THE OFFICE OF FINANCIAL AID OF THIS CHANGE.