



**BLESSING-RIEMAN**  
*College of Nursing  
& Health Sciences*

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Owner Reta Richmond:  
EXECUTIVE  
ASSISTANT-  
BRCN  
Area Student  
Development  
Committee

## Satisfactory Academic Progress

### Purpose:

To define guidelines to ensure appropriate distribution of financial aid to all students and to assess student progress toward completing their degree.

### Policy:

Federal regulations require Blessing-Rieman College of Nursing and Health Sciences (the College) to establish a Satisfactory Academic Progress (SAP) policy to ensure all students receiving financial aid are making reasonable progress toward completing their degree.

Students who are not achieving the required cumulative Grade Point Average (GPA) or not successfully completing their education program at the required pace will have a grace period of one semester to continue receiving Title IV or state aid. The review of a student's SAP status is based on the entire academic record, even if the student did not receive financial aid for previous semesters of enrollment.

### Procedure:

#### Standards of Measuring SAP

##### *Qualitative (GPA) Measurement*

Undergraduate and graduate students: A full-time degree-seeking student is considered to be in good academic standing if he or she maintains the minimum cumulative GPA.

Students readmitted to the College or returning from a leave of absence are subject to any academic or SAP requirements in force at the time of their last enrollment at the College.

Full-time, part-time, and three-quarter time undergraduate bachelor degree program students must have

a 2.7 cumulative GPA at the end of each term.

Full-time, part-time, and three-quarter time undergraduate associate degree program students must have a 2.5 cumulative GPA at the end of each term.

For the undergraduate program, an academic year is considered to be 24 hours for full-time students, 18 hours for three-quarter time students, and 12 hours for part-time students.

Full-time, part-time, and three-quarter time graduate students must have a 3.0 cumulative GPA at the end of each term.

For the graduate program, an academic year is considered to be 18 hours for full-time students, 12 hours for three-quarter time students, and 8 hours for part-time students.

### *Quantitative (Pace) Measurement*

The Quantitative Measurement defines the pace at which a student must progress to ensure education program completion within the maximum time frame (150% of the published length of the program). If pace falls below 67%, a student is not making satisfactory academic progress. There are two components of pace: proof of academic progress and maximum time frame.

### **Proof of Academic Progress Requirement**

Undergraduate and graduate students are considered to be making academic progress by having a course completion rate of 67% or greater. If a student changes enrollment status between full-time and part-time, his or her pace requirement is determined individually by the financial aid office. For undergraduate transfer students, hours accepted must be counted as both attempted and completed hours. All classes dropped after the census date of a term show a W on the student's transcript and are considered attempted hours. The final percentage is rounded to the nearest whole number.

**Pace is calculated as follows:** 
$$\frac{\text{cumulative number of successfully completed hours}}{\text{cumulative number of attempted hours}}$$

Example: 47 hours attempted and 32 completed = cumulative pace 68%

### **Maximum Time Frame Requirement**

Students can receive federal financial aid for a period that is no longer than 150% of the published length of the educational program, as measured in credit hours. For example, a student cannot receive financial aid for more than 186 attempted hours for a program that has a published length of 124 hours. Once it is determined that a student cannot complete the program requirements within the maximum time frame, that student becomes ineligible for Title IV aid immediately and is not put on Financial Aid Warning. Transfer hours are calculated in the maximum time frame requirement. The 150% maximum time frame can be appealed.

### **Evaluation of Satisfactory Academic Progress**

Academic progress is monitored for each student (regardless of whether they are receiving financial aid) at the conclusion of each term of enrollment. Fall, spring, and summer are considered three separate periods of enrollment.

Financial aid from any source is provided for only one academic year at a time. Title IV and state aid can be renewed each year provided that the student remains in good academic standing, earns the required number of hours for his or her enrollment status by the end of each academic term, and demonstrates financial need on the Free Application for Federal Student Aid (FAFSA). Institutional awards can be renewed each year provided that the student demonstrates continued talent or academic achievement as stipulated in the original entering award.

GPA and pace requirements are affected as follows:

- The following are not considered as hours successfully completed: F grades, incompletes (I), withdrawals (W), audits (AU), and no pass (NP).
- Credit hours for courses for which an incomplete is granted do not count as hours completed, but do count as hours attempted.
- All classes dropped after the census date show a W on the student's transcript and are considered attempted hours.
- In the case of repeated courses, the most recently earned grade and credit becomes the grade and credit of record and is included in the GPA calculation. Financial aid may be awarded to retake a class for which a student earned a grade of 'F'. Financial aid may be awarded one time to retake a class for which a student earned a grade other than 'F'; additional retakes of the class are not covered by Title IV aid unless a higher grade is required by the student's major.
- Remedial, enrichment, and English as a Second Language (ESL) courses are not taken into consideration.
- Transfer hours count as both attempted and completed hours.

### **Second Bachelor's Degree**

A student who currently holds a bachelor's degree and returns for a second bachelor's degree is considered an undergraduate for financial aid. Any student pursuing a second bachelor's degree is subject to both the 150% time frame and the 2.70 CGPA requirements.

### **Consequences of Failing to Meet SAP Requirements**

Students who fail to make SAP are placed on Financial Aid Warning, Financial Aid Probation, or Financial Aid Suspension. When a student fails to achieve SAP and his or her eligibility for financial aid is impacted, the Financial Aid Coordinator notifies the student regardless of whether the student is receiving financial aid by letter and email notification.

**Financial Aid Warning:** This status is assigned by the College to a student who fails to make SAP at the end of the term. The student continues to receive Title IV and state aid for one term. No appeal is necessary for this status. At the conclusion of the warning term, the student must meet SAP requirements to continue receiving Title IV and state aid.

**Financial Aid Probation:** This is a status assigned by the College to a student who fails to make SAP (after being on Financial Aid Warning for one term), is granted an appeal, and has eligibility for Title IV aid reinstated. The College sets forth an academic plan the student must follow. At the conclusion of the probation period, the student must meet the terms of his or her academic plan or is placed on Financial Aid Suspension.

Financial Aid Suspension: This is a status assigned by the College to a student who fails to make SAP after being on Financial Aid Warning or Financial Aid Probation. This status can also be assigned to a student whose appeal is denied. Once Title IV and state eligibility is terminated, the student must make up all deficiencies in both GPA and pace before Title IV and state eligibility is reinstated. An appeal may be filed by the student under Suspension status.

### **SAP Appeal Process**

A student who is not meeting the College's SAP standards may petition the College for reconsideration of Title IV and state aid eligibility. The appeal must include two components: why the student failed to make SAP and what has changed that will allow the student to make SAP at the next evaluation. Appeals without both components are not considered. Students should include supporting documentation such as letters from outside sources. Appeals for lack of pace or maximum time frame are considered for extenuating circumstances such as death of a relative, student injury or illness, or other special circumstances. Appeals should be submitted in writing to the Financial Aid Coordinator.

Appeal Approved: The student must agree to follow the Personalized Academic Plan. The student's Title IV aid is reinstated as outlined in the academic plan.

Appeal Denied: The student is not eligible for Title IV, state, or institutional funding. Financial aid is reinstated once the student makes up all deficiencies. All appeal decisions are final. A student may not appeal a denial.

Appeal Committee: This committee consists of the Financial Aid Coordinator, the Dean of Enrollment Management/Business Manager, and the Academic Dean.

Personalized Academic Plan: This plan is determined by the Appeal Committee. At a minimum it must include the specified number of credit hours and cumulative GPA to be earned at the end of each term. The student's compliance with the plan is monitored by the Appeal Committee.

## **Approval Signatures**

<b>Step Description</b>	<b>Approver</b>	<b>Date</b>
Approval by College Senate	Reta Richmond: EXECUTIVE ASSISTANT-BRCN	11/2023
Approval by Student Development Committee	Andrew Griesbaum: STUDENT SERVICE OFFICER-BRCN	10/2023