

Satisfactory Academic Progress (SAP) Policy

The Satisfactory Academic progress (SAP) Policy applies to all students enrolled in an approved program, whether receiving Federal Title IV, HEA funds, partial funding assistance or self-pay.

The School's Satisfactory Academic Progress (SAP) standards measure each student's progress toward the completion of the student's program of study. SAP standards determine a student's eligibility to receive federal financial aid under Title IV of the Higher Education Act; however, SAP standards are applied to all students and represent a minimum standard of academic achievement required by the School for continued enrollment in addition to eligibility for federal financial aid programs. Satisfactory Academic Progress (SAP) is required for all programs and all students, regardless of financial aid or full-time enrollment statuses.

The relevant SAP policies are summarized below. All students must maintain Satisfactory Academic Progress according to the following standards to continue enrollment. Satisfactory Academic Progress will be evaluated and measured at the end of each semester (financial aid payment period) and will be checked prior to disbursement of aid.

Title IV Eligible Programs:

The following programs are approved for Title IV aid:

- Associate of Science, Physical Therapist Assistant
- Associate of Science, Professional Nursing
- Diploma, Practical Nursing

Academic Year Definition

Academic year for all Title IV eligible programs is defined as: 24 credit hours and 30 weeks of instruction for Title IV, Financial Aid purposes.

Academic Progress (Qualitative and Quantitative)

Qualitative Requirement: A Cumulative Grade Point Average (CGPA) equal to or greater than 2.0 is required for graduation. In addition, students must have a CGPA equal to or greater than 2.0 to be making satisfactory academic progress at each evaluation point, at the end of each payment period. A student who does not have a 2.0 CGPA or greater will be placed on Financial Aid Warning for one semester, or payment period, while repeating a course.

1. Successful completion of a class is defined as earning a grade of "C" or better. The grading policy will be given to students at the beginning of each class in the syllabus, which will include the following grading scale. At the end of the semester, a final grade will be assigned and recorded as part of the student's permanent record.
2. When a student repeats a course, the highest grade is calculated in the CGPA. The lower grade will be designated with an "R" to show the course was repeated and not being calculated.

Letter Grade	Average Value	Interpretation	Grade Point Value
A	100 - 92	Excellent	4
B	91 - 83	Above Average	3
C	82 - 75	Average	2
F	74 - Below	Failing	0
W	Not Calculated	Withdrawn prior to the mid-term of the semester	
WP	Not Calculated	Withdrawn passing - withdrawal from a course after the mid-term of a semester	
WF	Calculated	Withdrawn failing - withdrawal from a course after the mid-term of a semester	0
P	Not Calculated	Passing (Clinical Courses Only)	
*	Not Calculated	Allocated LPN credits for the Professional Nursing program – Bridge Entry Option	
TR	Not Calculated	Transfer in of Credit Only	
CW	Not Calculated	Course Waived (Eligible Only for the Current Licensed Practical Nurse enrolled for the Professional Nursing Program with a Bridge or Bi-Level Entry Option)	
AU	Not Calculated	Course Audit	
I	Calculated	Incomplete	0

Quantitative Requirement: Students are required to complete their educational programs in no longer than 150% of the published length of the program. The student agrees to complete the course within a maximum timeframe of one and one-half (1 ½) times the length of the program as stated in the enrollment agreement.

Example: 72 credit hours must be completed within 108 scheduled credits (72 x 150% = 108)

1. ALL scheduled courses of academic study in which a student records at least one [1] day of attendance will count towards attempted credits. If a student exceeds the maximum timeframe, he or she will be dismissed from school.
2. Students meeting the minimum requirements for quantitative and qualitative requirements at any evaluation point will be considered to be making satisfactory progress until the next evaluation.

Evaluating Quantitative Requirement

The school calculates the pace at which a student is progressing by dividing the cumulative number of credit hours the student has successfully completed by the cumulative number of credit hours the student has attempted. A pace calculation greater than or equal to 66.67% at each evaluation will

indicate the student will graduate within the maximum timeframe allowed. The following is used to evaluate a student's progress:

Grade reports are issued to each student through the electronic student portal after each semester exam to make students aware of their progress toward making SAP. Examinations are given in all subjects. Grades and pace of completion are reviewed by the Program Director and with the Financial Aid Office at the end of the semester.

Financial Aid Warning:

If a student's CGPA falls below a 2.0 or the student does not complete the required pace requirement, the student is placed on **Financial Aid WARNING** during the subsequent (academic year) payment. After advising, the student signs an agreement to the conditions of the **Financial Aid WARNING period**. The student on Financial Aid Warning for a payment period may not receive funding for the subsequent period unless the student makes SAP. During the Financial Aid WARNING period, eligibility for financial aid continues. The following will not be considered as credits successfully completed: W and I. If at the end of the Financial Aid Warning period, the student has still not met both the quantitative and qualitative requirements, he/she will become ineligible to receive Title IV funds. See "Appeal Procedure" below and "Financial Aid Probation" status described thereafter.

Appeal Procedure:

A student who loses their financial aid eligibility due to not making SAP at the end of a Financial Aid Warning period has the right to file an appeal regarding their SAP Evaluations.

A student who wishes to appeal a decision made in reference to the Satisfactory Academic Progress policy must submit a typed letter to the President. This letter must contain information about the student's reason regarding the action and /or decision and reasons why the student is wishing to appeal. Reasons for which students may appeal a negative progress determination include death of a relative, an injury or illness of the student, or any other allowable special or mitigating circumstance. Students must provide supporting documentation along with their letter in order to defend their position and any mitigating circumstances that may have existed. The President will hear any student who disagrees with an SAP decision on an appointment basis only.

The student will be notified by the President within ten (10) calendar days following the receipt of the student's appeal letter. Additional time may be taken to thoroughly review the student's appeal. The appeal and decision documents will be retained in the student file.

If the student prevails upon appeal, the satisfactory academic progress determination will be reversed, and Federal Financial Aid will be reinstated, if applicable. Students who successfully appeal will be placed on Financial Aid Probation status.

Financial Aid Probation

Students who fail to meet minimum qualitative and quantitative requirements after the Financial Aid

Warning period will be placed on Financial Aid Probation. Only students who can meet the Satisfactory Academic Progress policy standards by the end of the following evaluation period may be placed on Financial Aid Probation. Students placed on an academic plan must be able to meet requirements set forth in the academic plan by the end of the next evaluation period.

When a student is placed on Financial Aid Probation status, he or she will be required to do the following:

- Agree to a written academic plan specifying how the student will regain SAP. The plan may include, but is not limited to, tutoring, scheduled advising sessions, extra course assignments, repeating a course for which the student received a failing grade, and/or repeating a course from which the student withdrew.
- Sign the academic plan (a copy will be kept in the student's file).

Students who regains SAP at the next evaluation period will have regained full eligibility for the Federal Financial Aid and will be removed from Financial Aid Probation status. Those who are not making SAP will be **ineligible** to receive Title IV funds without the option to appeal and will be withdrawn from the College.

Reinstatement of Title IV, Financial Aid

Reinstatement of aid is limited to the period under evaluation, the next payment period. Students making SAP by the conclusion of the Financial Aid Warning or Financial Aid Probation status will be removed from the status and will regain eligibility for Federal Financial Aid.

Interruptions, Course Incompletes, Withdrawals

Each attempt at a course for completion will count towards the maximum number of attempted credit hours allowed for a program of study. All recorded grades of Failing, Incomplete, and Withdrawal will be replaced with grades attained after repeating the specific classes/ courses. Students are allowed to attempt a course for credit twice without appeal. Due to course sequencing, a student who fails a course may have to withdraw and apply for re-enrollment according to the Admissions Requirement. Taylor College reserves the right to dismiss a student after one course failure. Students who fail to earn a passing grade after two (2) attempts in one core course, will be dropped from academic study and must request consideration for Readmission. Students are prohibited from receiving Federal Financial Aid funds for attempting a course twice within the same term.

A student who chooses to transfer from one program to another will have only the grades and credits applying to the new program applied to the student's Cumulative Grade Point Average (CGPA) and quantitative requirements whether those attempts are successful or not.

By the approval of the Program Director, an incomplete grade (I) may be issued at the end of the grading period for a course. Approval will be considered only if the student has completed 75% of the coursework and the circumstances that have compelled the student to request the *Incomplete* must be

exceptional, such as illness, natural disaster, or some other emergency beyond the student's control. The student has two weeks from the time the grade is issued to resolve the incomplete. If after two weeks there is not a satisfactory resolution to the incomplete grade, the grade will be updated to a failing grade (F) and the student will be required to repeat the course if approved by the Program Director.

Notification and Records

Students shall be provided with copies of all Satisfactory Academic Progress evaluation reports. Copies of such reports shall also be placed in the student's academic file, to which the student shall have access as set forth in this Catalog.

Reinstatement before 180 Days

Students who have been terminated or withdrew from school and re-enroll (if determined eligible), after more than 180 days will pay an application fee and will be charged for contracted hours at the current tuition rate. All re-enrolling students will be provided the school's re-enrollment policy and will be evaluated by the Program Director for placement. No core Physical Therapist Assistant or Practical or Professional Nursing courses may be transferred. All core courses must be repeated.

Students applying for re-entry will be required, as a condition of re-enrollment, to pay in full any prior student balances.

Re-enrollment

Students who have been withdrawn or withdrew from school and re-enroll (if determined eligible) will pay an application fee and will be charged for contracted hours at the current tuition rate. All re-enrolling students will be required to re-apply according to the Admissions Requirement and will be evaluated by the Admissions Committee for placement.