

Satisfactory Academic Progress Policy

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 students receiving financial aid, including Federal Direct (aka Stafford) Student Loans.

In order for students in a clock-hour program to receive financial aid, they must maintain satisfactory progress toward completion of their certificate. Satisfactory progress is evaluated at the end of each level. If satisfactory progress is not achieved at the end of the level (there are two levels per payment period), financial aid will be terminated. 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 (Cumulative GPA)

Undergraduate students must maintain a cumulative grade point average of 2.0 (equivalent to C average). Complete grades are A (100-93%), B (92-85%) and C (84-77%).

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 in the maximum timeframe.

Academic Warning And Dismissal

Warnings:

All grades will be averaged at the midterm. Any student who has an average below 77% 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 course grade is below 77% or Unsatisfactory, dismissal from the program will result and the student will be considered withdrawn
- b) The student is notified by the Executive Director 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.
- d) Failure of any academic course requires repeating the failed course and clinical component for that level. The student must achieve a passing grade in theory and a satisfactory in the clinical component that is being repeated.

- 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.

Incompletes:

A student who has not completed a course or courses by the end of the corresponding level will be deemed to have not met the school's SAP policy. The student will either be considered withdrawn or put on an approved leave of absence and be subject to the corresponding school policy below.

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 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) If the student is granted an approved leave of absence (LOA), the student has satisfied the school's SAP Policy. If a student on an approved leave of absence does not return in time so that they would be able to complete program within 150% of the normal time it takes to complete the program, 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:

A student who returns to repeat a previously failed course and corresponding clinical rotation remains in violation of the SAP policy until such time the student has passed the previously failed course. Once they have passed the failed course, they will have satisfied the school's SAP policy and once again become eligible for federal financial aid.

Transferred Credits:

The school does not accept credits from other institutions.

The SAP applies to ALL students regardless of whether or not they are receiving financial aid.

A student determined ineligible for aid may appeal this determination by writing to the Appeal Committee / Director of Financial Aid or his/her designee, stating the basis for the appeal. Exceptions may be made based on extenuating circumstances including, but not necessarily limited to, documented illness, or change of program. The Executive Director 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 Executive Director and/or the Appeal Committee