



Satisfactory Academic Progress (SAP) 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 enrolled students (including all Title IV and non-Title IV) 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 (PN) 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. The CSPN PN program consists of four levels of study: two SAP payment periods occurring at the end of levels 2 and 4.

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.

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. Upon a successful SAP appeal the student is eligible for Title IV aid. The student will be on SAP probation.

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.

Commented [HR1]: Specify that the student would also be on SAP probation.

Commented [ES2R1]: completed



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.

- 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 course grades 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 of 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. The student will be notified of the academic 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 in reviewing the academic warning, student will also be placed on academic warning by the Admissions and Promotions Committee. This is an academic warning. The student does not lose financial aid because of an academic warning.

Commented [RH3]: Maybe specify that this is an academic warning because regulations allow for a SAP warning as well. See 34 C.F.R. §668.34(a)(8)(i), (b), and (c)

Commented [ES4R3]: Thank you for the suggestion. Academic Warning has been included.

Commented [TV5R3]: OK

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 of the resulting withdrawn status.
- c) A student is allowed to repeat one failed class during the program. A student who desires to retake a failed course must file an appeal to be allowed to retake the course. Please refer to the Appeal portion of this policy for steps of the appeal process. Students failing one course can appeal to the Admissions and Promotions Committee for readmission a maximum of one time only throughout the program’s entirety. Once the student has successfully appealed to repeat the failed course, the student must pay for repeated course and clinical components.

Upon dismissal, the student is no longer eligible for financial aid until the student once again maintains SAP by satisfying both (achieving a GPA of 2.5 or higher and completing at least 80% of clock hours attempted each level to remain compliant with the SAP Policy. 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. Students will be placed SAP probation.

SAP Probation:

Probation occurs when a student appeals for their loss of Title IV Aid eligibility and has their eligibility reinstated. Probation status lasts for one payment period, during which the student may continue to receive FSA funds. Students who fail to make SAP, at the end of the probation period lose their aid eligibility.

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; CSPN does not grant a grade of Incomplete. The student may appeal the SAP evaluation per the policy below. Students who successfully appeal will be required to repeat all course(s) and clinicals for the affected level. For Purposes of SAP, an incomplete student will be treated the same as a Voluntarily Withdrawn student below.

Commented [RH6]: What is a level?

Commented [ES7R6]: Our nursing program is broken into 4 levels (similar to semesters).

Commented [TV8R6]: Perhaps we explain that we have 4 levels and our payment periods consist of 2 levels each - but this may also depend on other decisions that are made above.

Commented [HR9R6]: Thank you for the explanation.

Commented [HR10]: Qualitative and Quantitative SAP must be used as the measurement to regain SAP.

Commented [ES11R10]: Thank you, clarified Qualitative measurement 2.5 GPA or higher and Quantitative completing at least 80% of clock hours attempted each level to remain compliant with SAP.

Commented [RH12]: Would the SAP appeal be due to the failure to meet the qualitative and/or quantitative SAP components?

Commented [RH13]: Is the student placed on SAP probation once the SAP appeal is approved?

Commented [ES14R13]: Thank you - yes, students are placed on probation. I also added the SAP probation language.

Commented [RH15]: Is this in reference to **Conditions for Meeting Satisfactory Academic Progress Policy**? If so, please clarify.

Commented [HR16]: Specify that this is in reference to Title IV Aid eligibility.

Commented [ES17R16]: Thank you - added Title IV Aid eligibility

Commented [RH18]: The policy must describe how a student’s GPA and pace of completion are affected by course incompletes. If your institution does not grant a grade of Incomplete, please state so in your policy.

Commented [ES19R18]: Thank you - I added language that CSPN does not grant Incompletes.

Commented [TV20R18]: OK

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 receives 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 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 the school offers the class 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 absence.

Repeated Courses:

After successfully appealing to 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 GPA from the previously failed course will be excluded from the student's total GPA calculation. Instead, the total GPA will reflect the grade earned in the retaken course. Additionally, the student will regain eligibility for federal financial aid for future payment periods. Students who are dismissed for not maintaining the quantitative measurement are considered incomplete.

Transferred Credits:

January 8, 2025, revised 1/29/2025, 2/10/2025

Commented [HR21]: Specify how repeat course impact qualitative SAP (GPA).

Commented [ES22R21]: Thank you - I placed additional language to further clarify that the failed course would no longer impact the student's GPA; would be replaced by the new GPA for the course.

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. 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 has successfully appealed will be placed on SAP Probation for one payment term (reference SAP Probation). Students who fail to make SAP, at the end of the probation period lose their aid eligibility. 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.

Commented [RH23]: Your policy previously that this appeal is also regarding Title IV eligibility. A student who successfully appeals their SAP status, regains Title IV eligibility and must be placed on SAP probation. Please see my previous email regarding SAP probation and revise your institution's policy accordingly.

Commented [ES24R23]: Thank you - SAP probation language has been added to this portion of the policy as well as referencing the reader to the SAP Probation section of the policy.

Commented [ES25R23]: I also removed the statement language that the appeal is also regarding Title IV eligibility. Appreciate you calling attention to this issue.

Commented [RH26]: Is the appeal for re-admission or is the appeal to regain Title IV eligibility (or both)? Typically, is a student appeals and it's approved, that student is placed on FA probation and eligible for Title IV Aid during the probationary period.