

Satisfactory Academic Progress (SAP) Policy

To receive federal financial aid for attendance in the Practical Nursing Studies diploma program at Polytech Adult Education, students are required to make academic progress toward completion of the program. Satisfactory progress for a clock hour program is evaluated at the point when the student successfully completes the scheduled clock hours for each payment period. Below are the detailed requirements that must be met and a description of the consequences if they are not met.

This policy applies to all federal and state aid programs, including Pell Grant, SEOG Grant, Federal Work-Study, and Direct Student Loans.

Measurement Standards

To be considered eligible for the financial aid programs named above, a student must be meeting **all** of the following conditions:

1. Qualitative - Grade Average

Diploma program students must achieve a minimum grade of at least 75% in every course (clinical, lab and didactic) during each payment period, to include a "PASS" for each clinical and lab component of nursing courses.

2. Quantitative - Pace of Progress

Students must meet minimum participation requirements for clinical rotations. Requirements are equivalent to 88% of scheduled clinical time. One clinical make-up day is regularly offered per semester. In addition, students must successfully complete 80% of their cumulative attempted classroom clock hours to stay on pace with the Maximum Time Frame requirements.

- Attempted clock hours are the hours a student attends each payment period.
- Students are given the opportunity to make up 1 clinical day per semester.
- Grades of Incomplete are counted as attempted but not completed. If a student subsequently completes the course requirements and wants to request a recalculation of the percentage completed, the student must notify the Financial Aid Office.

3. Maximum Time Frame

Students must complete all program requirements within the time frame of their cohort (1496 hours).

Repeat Courses/Transfer Credits

Polytech Adult Education Practical Nursing program does not accept transfer credits or transfer courses.

Suspension/Termination

A student's financial aid eligibility will be suspended or terminated if the following occurs:

- Student failed to meet either or both the Qualitative and Quantitative standards by the end of the Warning Period.

Appeal

A student whose financial aid eligibility was terminated may submit an appeal to the Financial Aid Officer. Reasons for an appeal may include death of a relative, injury or illness of the student, or other special circumstances. At a minimum, an appeal must include the following:

- A written or typed statement explaining the circumstances contributing to the student's failure to meet the SAP standards, along with the nature and timing of the circumstances.
- Supporting documentation, as appropriate.
- A Student Learning/Success Contract (SLC) that has been developed with and is signed by the program coordinator. The SLC must include how the student expects to meet the SAP standards as well as the time frame in which the student expects to be back in compliance with such standards.

Probationary Period

A student whose appeal is approved will have financial aid eligibility reinstated on a probationary basis for one payment period. The student may continue to receive financial aid during this Probationary Period but must meet the regular SAP standards or be making progress under an approved SLC by the end of the Probationary Period. If the student fails to make progress under the approved SLC the student will not be allowed to submit another appeal.

Re-establishing Eligibility

If the student's appeal is denied or has failed to make progress during the Probationary Period, the student may re-establish his/her financial aid eligibility after meeting the following conditions:

- Applying for and being accepted for readmission to the program in a subsequent cohort. A student who is readmitted to a subsequent cohort could re-establish eligibility for financial aid.

Notification

Students will be sent written notification if his/her status changes as a result of the SAP evaluation.