

**Policy Name:** Satisfactory Academic Progress (SAP)  
**Policy Number:** ADM 2.06  
**Title of Policy Owner:** Chief Financial Officer  
**Policy Type:**  RHEI/Shared Services  BSMCON  SCHS  SOMI  
**Approved by:** RHEI Leadership Team  
**Effective Date:** 8/1/2024  
**Version:** 3.0  
**Policy Status:** Approved

## I. Policy

It is the policy of Bon Secours St. Mary's Hospital School of Medical Imaging (SOMI) to measure and monitor students' academic progress in accordance with the procedures and deadlines set forth in this policy and the requirements of Title IV – Higher Education Act of 1965, as amended (Title IV Regulations).

## II. Purpose

The purpose of this policy is to establish procedures for the measurement and monitoring of students' Satisfactory Academic Progress (SAP) towards the completion of an academic program, in accordance with Title IV Regulations. Students' must meet and maintain SAP requirements, which include both qualitative and quantitative standards, in order to maintain eligibility for Title IV Financial Aid.

## III. Scope

This policy applies to all SOMI Associate Degree program students who utilize Title IV Financial Aid programs that are administered by SOMI, including Federal Pell Grant and Federal Direct Loans (Subsidized, Unsubsidized and Parent PLUS). SAP requirements related to Title IV Financial Aid eligibility are as stringent as SOMI's Academic Progression standards. As such, students utilizing Title IV Financial Aid must maintain "good standing" in coordination and conjunction with ACA 2.02 Academic Progression policy.

## IV. Definitions

**Academic Dismissal** – is dismissal from the program for any reason as stated and further defined in ACA 2.02 Academic Progression policy.

**Add/Drop Period** - is the period of time, generally measured as the start of each Semester through 11:59 p.m. on the tenth (10<sup>th</sup>) calendar day of each Semester in which students have the ability to add or drop courses from enrollment without financial penalty.

**Credits Attempted** – is the number of credits related to a course for which the student remains enrolled after the Add/Drop Period has ended, regardless of completion or success within the course.

**Credits Earned** – is the number of credits related to a course for which the student remained enrolled after the Add/Drop Period and completed with a passing grade of “C”, “P” or higher.

**Cumulative Grade Point Average (GPA)** – refers to overall GPA which includes dividing the number of quality points earned by Credits Attempted, as further defined in ACA 3.06 School Grading System policy.

**Financial Aid Status** – is the status assigned to with respect to students’ eligibility to access Title IV Financial Aid. Financial Aid Statuses include Financial Aid Warning and Financial Aid Suspension.

**Financial Aid Suspension** – is the status assigned to students who have been placed on Financial Aid Warning and fail to meet SAP requirements in the subsequent Semester. Students placed on Financial Aid Suspension are not eligible to receive Title IV Financial Aid.

**Financial Aid Warning** – is the status assigned to students who do not achieve a cumulative GPA of 2.0 in all course work or does not complete 93% of all Attempted Credits for a time period not to exceed one (1) Semester.

**Maximum Time Frame** – is the measurement of maximum time, measured in credit hours (credits) that cannot exceed 107% of the published program length. SOMI’s Maximum Time Frame is 89 credit hours (83 credit hours \* 107%).

**Semester** – is the standard measurement used to group weeks of instructional time in the academic year. Semester is generally referred to as period of enrollment and includes fall, spring, and summer. For purposes of Title IV Financial Aid, Semester is the term also denoting a Payment Period.

**Title IV Financial Aid** - is federal Financial Aid authorized by Title IV of the Higher Education Act of 1965, as amended. Title IV Financial Aid programs that SOMI participates in includes Federal Pell Grant and Federal Direct Loans (Subsidized, Unsubsidized and Parent PLUS).

## V. Policy Details

### A. Designation of a Responsible Party

The Chief Financial Officer (CFO) is responsible for monitoring compliance with the requirements of this policy and applicable Title IV Regulations.

## B. SAP Requirements

SAP is calculated within SOMI's Student Information System (SIS) consistently for all students for all periods of enrollment at the end of every Semester (Payment Period). SAP measures academic progress towards the completion of the academic program in qualitative and quantitative components. The inclusion or exclusion of certain course work and grades for the purpose of calculating SAP is outlined in Section C. Students who fail to meet SAP requirements will lose eligibility to utilize Title IV Financial Aid as further described in Section D.

### a. Qualitative Progress – Cumulative Minimum GPA

Students must maintain a Cumulative Minimum GPA of 2.0, equivalent to a "C".

### b. Quantitative Progress (Maximum Time Frame) – Students are required to complete their academic program within a reasonable time frame based upon the published program length.

- **Maximum Time Frame** – Title IV Regulations require institutions' SAP standards for determining eligibility for Title IV Financial Aid be as stringent or more stringent than its academic progress (progression) standards and require students to complete their academic program within 150% of the published program length. As further defined by ACA 2.02 Academic Progression policy, SOMI's Academic Progression standards only allows students to fail and repeat one (1) course prior to Academic Dismissal. Due to SOMI's rigorous Academic Progression standards, SOMI's Maximum Time Frame, as measured in credit hours, is reached at 89 credit hours, or 107% of the published program length. (83 credit hours published program length \* 107% = 89 credit hours). The Maximum Time Frame allowable is reached upon 89 Credits Attempted or when it becomes mathematically impossible to complete the program with 107% of the Maximum Time Frame, whichever is sooner.
- **Pace of Completion** – represents the rate of progress (pace) at which students must advance through their academic program to ensure program completion within the Maximum Time Frame. Students must maintain a percentage of no less than 93% when dividing cumulative Credits Earned by cumulative Credits

Attempted during all terms of enrollment. For the purposes of calculating SAP, all Credits Attempted are included, regardless of Title IV Financial Aid utilization during the term of enrollment.

**C. Impacts to SAP Calculation**

For purposes of calculating SAP, the following table identifies how certain credits, course work and/or grade impacts the students' Cumulative GPA (Qualitative Progress) and Maximum Time Frame (Quantitative Progress). Related policies as listed in Section VII should be referenced in conjunction with the table below. If a grade change is effectuated within the SIS after the SAP calculation is performed for the applicable Semester, SAP will be recalculated.

SAP Impact	GPA	Credits Earned	Credits Attempted
Transfer Credit	Not Included	Included	Included
Incomplete Grade ("I")	Not Included*	Not Included*	Included
Unsatisfactory and Failing Grades ("D" or "F")	Included	Not Included	Included
Other Non-Punitive Grades ("W", "WA")	Not Included	Not Included	Included
Non-Credit Course Work (Audit)	Not Included	Not Included	Not Included
Repeated/Remedial Course Work	Included	Included**	Included
Readmission	Included	Included	Included

\* Not included until completion grade is received. SAP is then recalculated.

\*\* Included upon receiving a grade of "C" or better.

**D. Failure to Meet SAP Requirements**

Students who fail to meet SAP requirements, either Qualitative or Quantitative Progress, will be notified electronically via the SIS, in accordance with ADM 1.12 Student Communication policy. In such an event, the communication will include Financial Aid Status and any impact to Title IV Financial Aid eligibility.

**a. Financial Aid Status**

- Financial Aid Warning – is assigned to students who fail to meet SAP requirements upon completion of a Semester for the subsequent Semester, not to exceed one term of enrollment.

Students placed on Financial Aid Warning will continue to be eligible for Title IV Financial Aid during this one (1) Semester.

The student will regain Title IV Financial Aid eligibility once the SAP requirements are achieved in the subsequent Semester.

- Financial Aid Suspension – is assigned to students who have been placed on Financial Aid Warning and fail to meet SAP requirements in the subsequent Semester, thus failing to meet SAP requirements for two (2) consecutive terms of enrollment. Students placed on Financial Aid Suspension are no longer able to receive Title IV Financial Aid.

The student will regain Title IV Financial Aid eligibility once the SAP requirements are achieved in the subsequent Semester.

SOMI does not allow for Title IV Financial Aid Appeals.

**VI. Attachments**

None

**VII. Related Policies**

- ACA 2.02 Academic Progression
- ACA 3.06 School Grading System
- ADM 1.12 Student Communications

**VIII. Disclaimers**

Nothing in this policy creates a contractual relationship between Bon Secours St. Mary's Hospital School of Medical Imaging (SOMI) and any party. SOMI, in its sole discretions, reserves the right to amend, terminate or discontinue this policy at any time, with or without advance notice.

**IX. Version Control**

Version	Date	Description	Prepared by
1.0	08/01/2022	Establish AAS SAP Policy	Chief Financial Officer
2.0	08/01/2023	New Template	Chief Financial Officer
3.0	08/01/2024	Minor edits to Related Policies	Chief Financial Officer