

Satisfactory Academic Progress Policy

Federal financial aid, also referred to as Title IV Funds, is awarded to a student contingent upon that student attending classes and successfully completing an entire payment period. Payment periods determine when funds are disbursed and the exact amount to be disbursed. There are three financial aid payment periods for the LPN to RN Program: the first payment period is 0-450 clock hours of the program, the second payment period is 451-900 clock hours of the program, and the third 901-1300 clock hours all in accordance with this Satisfactory Academic Progress Policy and other school published policies and procedures.

The LPN to RN Program academic year consists of 52 weeks of instruction for students enrolled in the day program and attending an average of 28-32 clock hours per week. The evening program consists of 76 weeks of instruction for students and an average of 18 clock hours per week.

Definition of Satisfactory Academic Progress:

All enrolled students are required to maintain satisfactory academic progress towards meeting the established graduation requirements of the LPN to RN program. A student must meet each of the following qualitative and quantitative standards to demonstrate satisfactory academic progress:

- Qualitative: A student must have a minimum cumulative academic achievement of 75%
- Quantitative: A student must attend at least 80% of the scheduled class hours on a cumulative basis during each evaluation period

Increments for Evaluation:

Satisfactory academic progress is to be evaluated at the following time periods to determine eligibility of disbursements for students receiving Financial Aid (Title IV Funds):

LPN to RN Program: • At the point when the student has completed 451 clock hours and 13 weeks of instruction • At the point when the student has completed 901 clock hours and 26 weeks of instruction

Students will be provided a notification of Federal Aid Disbursement via email.

Maximum Time for Completion:

Students will have a maximum of 125% of the normally allotted scheduled calendar time to complete their program of study. Maximum Time Frame is measured in units attempted.

Grades of F, I (Incomplete) or W (Withdrawal) are considered attempted units and are included when calculating Maximum Time Frame. If it is determined that a student will not be able to complete the program because of class(es) failure(s) within the maximum timeframe, the student will no longer be eligible for Title IV funds.

Financial Aid Warning

Any student failing to achieve SAP as defined above at the end of the first payment period will be placed on Financial Aid Warning for the following payment period. A Financial Aid Warning allows a student to receive his/her financial aid disbursement for the first payment period, without an appeal or any other action from the student.

A student assigned a Financial Aid Warning will be notified of this status and the steps necessary to be removed from warning status. A student receiving Title IV, federal student aid will lose his/her financial aid eligibility if SAP has not been met (after unsuccessfully retaking the failed class) at the end of the Financial Aid Warning period.

Appeal Process

A student who does not meet the satisfactory academic progress standards because of failure of a class(es) at the end of the second payment period will have his/her Title IV Funds suspended during the retake period. A student may have their Title IV Funds reinstated only after successful completion of the failed class(es). By the action of the student retaking the class(es) and passing successfully both qualitative, academically achieving 75% or better and quantitative, a cumulative 80% attendance during the retake, this will act as an automatic appeal for continuation of Title IV Funds if eligible and continuation of the program.

Financial Aid Probation

A student reinstated upon automatic appeal is on financial aid probationary status during which time he/she must meet the terms and conditions set out in the letter granting the appeal. A student on financial aid probation may continue to receive Title IV Funds.