

Athena Career Academy SAP policies

LPN to RN & Practical Nursing

SATISFACTORY ACADEMIC PROGRESS (SAP)

Federal financial aid (FSA funds), 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 Practical Nursing (PN) & LPN to RN Program:

0 - 450 clock hours

450 -900 clock hours

900 -1300 clock hours

The PN & LPN-RN Program(s) academic year consists of 12 months of instruction for students enrolled in the day schedule with an average of 35-40 clock hours per week.

The evening schedule consists of 16 months of instruction and an average of 25-30 clock hours per week.

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):

- At the point when the student has successfully completed 450 clock hours and 13 weeks of instruction (Day Track) / 16 Weeks (Evening Track)
- At the point when the student has successfully completed 900 clock hours and 26 weeks of instruction (Day Track) / 32 Weeks (Evening Track)

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.

Transfer credits are not accepted for the LPN to RN Program or the Practical Nursing Program.

All enrolled students are required to maintain Satisfactory Academic Progress (SAP) towards meeting the established graduation requirements of the PN & LPN to RN program(s). SAP standards are based on qualitative and quantitative measures, such as grade point average (GPA) and the number of credits completed versus attempted. A student must meet both standards to demonstrate SAP:

- **Qualitative:** A student must have a minimum cumulative grade point average of C (75%)
- **Quantitative:** A student must attend at least 80% of the scheduled class hours on a cumulative basis during each evaluation period. Grades of F, I (Incomplete), or W (Withdrawal) are considered attempted units and are included when calculating Maximum Time Frame. "I" or "W" are graded as a fail. Failed grades will lower the GPA as no points are contributed towards the total average. For students receiving an I or Incomplete, the course is not counted in the initial cumulative GPA. Once a final grade is entered at the conclusion of the courses scheduled timeframe, the "I" grade will revert to an F or failing grade. The SAP Cumulative GPA will be recalculated at the next SAP evaluation based upon the new grade.

Repeating courses will add to the total number of attempted hours but will only count as earned hours when a passing grade is received. That passing grade will replace the failed one. Students cannot repeat a course(s) they have previously passed to simply improve their cumulative grade point average.

Withdrawals: A student who withdraws at any point during an active course time frame will receive an F (Failing) grade for the courses they withdrew from, and the failing grade will be calculated into the student's GPA. If a student withdraws after a term and before starting a new term, their earned grade will be reflected and calculated into their GPA.

All units attempted are calculated in the maximum time frame for completion.

FINANCIAL AID WARNING

Financial aid warning refers to a status assigned to a student who fails to make satisfactory academic progress at an institution that evaluates academic progress at the end of each payment period.

A student on financial aid warning may continue to receive financial aid assistance for the remaining pay periods. A warning status may be assigned without an appeal or other action by the student. A student assigned a Financial Aid Warning will be notified of this status via their Athena email, meaning that they failed a course(s) that must be retaken to progress to the next quarter.

This notice would contain a revised Tuition Package Worksheet with the cost of the failed course(s) included in the correlating pay period tuition. A payment plan or revised payment plan will be sent to the student to accommodate the additional cost of retaking what was failed if needed.

Please see the Failed Class Policy for retake payment information.

LOSS OF FINANCIAL AID ELIGIBILITY

Students can lose financial aid eligibility under Satisfactory Academic Progress (SAP) if they don't meet the following standards: cumulative grade point average (GPA), pace, and maximum timeframe. Loss of eligibility would occur after a student fails to meet the SAP standards at the end of the financial aid warning period; which would be the next SAP evaluation period.

If a student fails the same course twice, they will be dismissed from the program. If a student loses Title IV eligibility, they can choose to stay in the program and pay for the remaining cost(s) out of pocket, or they can withdraw and restart the program after 180 days. "Restarting" the program would mean to start the admissions process again to become enrolled. During this process the student would need to appeal their previous SAP status to regain eligibility for Title IV Aid. Appeals must be emailed to the Program Director and Financial Aid Manager. Student statements within the email must include: (1) the circumstances that rendered them unable to meet the standard(s) (i.e.)

- Health issues: Serious illness, injury, or documented learning disability
- Family issues: Death of a relative or close friend, significant family obligations, or domestic violence

- Financial issues: Loss of employment, change in financial status, or change in economic situation
- Military service: Involuntary call to active military duty
- Other circumstances: Pregnancy or birth of a child, homelessness, loss of childcare, or being a victim of a serious crime

(2) what has changed to allow the student to meet the standard(s), and (3) the student's educational goal and plans to meet that goal. Students will be notified of the appeal decision by e-mail within five (5) working days after submitting the Financial Aid Appeal Email along with all required documentation.

Student appeals that are granted for failure to maintain qualitative, quantitative, or maximum time frame standards will be placed on Probation. The number of times a student can appeal due to failure to maintain the qualitative, quantitative, or maximum time frame standards is limited to one (1) appeal during the student's academic career. Financial aid probation is a status that students are given when they fail to meet Satisfactory Academic Progress (SAP) standards but have successfully appealed to have their financial aid reinstated. Students on probation are still eligible for financial aid, but their academic progress is monitored until they meet SAP standards. Probation status lasts for one payment period, during which the student may continue to receive FSA funds. Students who fail to meet SAP at the end of the probation period lose their aid eligibility.

Early Childhood Education (ECE)

SATISFACTORY ACADEMIC PROGRESS (SAP)

All enrolled students are required to maintain satisfactory academic progress towards meeting the established graduation requirements of the Early Childhood Education (ECE) program. SAP standards are based on qualitative and quantitative measures, such as grade point average (GPA) and the number of credits completed versus attempted. 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 grade point average of 2.0

Quantitative: A student must attend at least two-thirds or 66.67% of the courses attempted on a cumulative basis during each evaluation period.

Grades of F, I (Incomplete), or W (Withdrawal) are considered attempted units and are included when

calculating Maximum Time Frame. "I" or "W" are graded as a fail. For students receiving an Incomplete (I), the course is not counted in the initial cumulative GPA, however once a final grade is entered at the conclusion of the courses scheduled timeframe the I grade will revert to an F or failing grade. SAP Cumulative GPA will be recalculated at the next SAP evaluation based upon the new grade. Failed grades will lower the GPA as no points are contributed towards the total average.

Repeating courses will add to the total number of attempted hours but will only count as earned hours when a passing grade is received. That passing grade will replace the failed one. Students cannot repeat a course(s) they have previously passed to simply improve their cumulative grade point average.

Withdrawals: A student who withdraws at any point during an active course time frame will receive an F (Failing) grade for the courses they withdrew from, and the failing grade will be calculated into the student's GPA. If a student withdraws after a term and before starting a new term, their earned grade will be reflected and calculated into their GPA.

All units attempted are calculated in the maximum time frame for completion.

INCREMENTS FOR EVALUATION

Satisfactory academic progress is to be evaluated per quarter.

MAXIMUM TIME FOR COMPLETION

Students will have a maximum of 150% of the normally allotted scheduled calendar time to complete their program of study. Maximum Time Frame is measured in units attempted.

If it is determined that a student will not be able to complete the program because of class(es) failure(s) within the maximum time frame, the student will no longer be eligible for Title IV funds. Students who reach at least 125% of the maximum time for completion will be placed on a Financial Aid Warning.

FINANCIAL AID WARNING

A status assigned to a student who fails to make satisfactory academic progress. The student will be notified of this status via their Athena email.

Warning status lasts for one quarter, during which the student may continue to receive financial aid. Students who fail to make satisfactory progress after the warning period, lose their aid eligibility unless they successfully appeal their status.

APPEAL PROCESS

A student on financial aid warning may continue to receive Title IV Aid. However, if that student does not meet the SAP standards at the end of the financial aid warning period, that student loses Title IV eligibility and must then go through the appeal process.

Appeals must be emailed to the Program Director and Financial Aid Manager. Student statements within the email must include: (1) the circumstances that rendered them unable to meet the standard(s) (i.e.)

- Health issues: Serious illness, injury, or documented learning disability
- Family issues: Death of a relative or close friend, significant family obligations, or domestic violence

- Financial issues: Loss of employment, change in financial status, or change in economic situation
- Military service: Involuntary call to active military duty
- Other circumstances: Pregnancy or birth of a child, homelessness, loss of childcare, or being a victim of a serious crime

(2) what has changed to allow the student to meet the standard(s), and (3) the student's educational goal and plans to meet that goal. Students will be notified of the appeal decision by e-mail within five (5) working days after submitting the Financial Aid Appeal Email along with all required documentation.

Student appeals are granted for failure to maintain qualitative, quantitative, or maximum time frame standards will be placed on Probation and will be required to meet with a financial aid representative to discuss credits needed for program completion and to establish an academic plan. The SAP Academic Plan requires that students receiving financial aid complete each semester in which they have the probation status with at least a 2.0 GPA and a 100% completion rate. Students who maintain these academic standards will remain on probation until the minimum cumulative SAP requirements are met. Once students reach a cumulative 2.0 GPA and 67% completion rate, their SAP status will become satisfactory, and they will no longer be held to the terms of the academic plan.

The number of times a student can appeal due to failure to maintain the qualitative, quantitative, or maximum time frame standards is limited to one (1) appeal during the student's academic career.

REINSTATEMENT OF FINANCIAL AID ELIGIBILITY

If a student loses financial aid eligibility by failing to meet the Academic and/or Program Completion standard and after self-pay or the use of outside resources feels that the standards are met, the student must contact the Financial Aid Office to have their SAP status re-calculated. If the standards have been met, the student will regain financial aid eligibility for the next semester in which the student enrolls and the standards were met, provided all other financial aid requirements have been completed.