

Satisfactory Academic Progress (SAP) Policy

The Satisfactory Academic progress (SAP) Policy applies to all students enrolled in a Council on Occupational Education approved program, whether receiving Federal Title IV, HEA funds, partial funding assistance or self-pay.

Process Overview & Responsibilities

Federal regulations require all schools participating in state and federal financial aid, Title IV, HEA programs to monitor Satisfactory Academic Progress (SAP). These standards are applicable to all students attending Taylor College.

To be eligible for Title IV, Financial Aid, a student must maintain satisfactory academic progress as per section 668.16(e) of HEA 1965. Taylor College has developed policies to determine the academic standards that all students are expected to meet and then a means and schedule of measuring the achievement of those quantitative and qualitative standards.

The policy is provided to all students prior to enrollment and is consistently applied to all students enrolled in the school, regardless of financial aid status. Student evaluations are maintained in the student file. The Financial Aid Director, in coordination with the Academic Dean, monitors quantitative and qualitative progress. The SAP is reviewed manually, and a copy of the latest transcript is maintained in the college's computer system.

The relevant SAP policies are summarized below. All students must maintain Satisfactory Academic Progress according to the following standards to continue enrollment. Satisfactory Academic Progress will be evaluated and measured at the end of each semester (financial aid payment period) and will be checked prior to disbursement of aid.

Title IV Eligible Programs:

The following programs are approved for title IV aid:

- Associate of Science, Physical Therapy Assistant
- Associate of Science, Professional Nursing
- Associate of Science, Licensed Practical Nurse to Associate Degree Nurse Bridge (Professional Nursing program - Bridge Entry Option)
- Diploma, Practical Nursing

Academic Year Definition

Academic year for all Title IV eligible programs is defined as: 24 credits hours and 30 weeks of instruction for Title IV, Financial Aid purposes.

Same As or Stricter Than

The SAP policy for Title IV students at Taylor College is the same as the school's standards for all students enrolled in the same educational programs who are not receiving Title IV aid. Per the school's academic policy, a student may be dismissed for a grade less than C in any course.

The financial aid office reviews the Title IV, HEA SAP policy to ensure it meets all federal requirements. The Academic Dean notifies the Financial Aid Director if the school changes its academic policies. SAP standards are established by the President.

Academic Progress (Qualitative and Quantitative)

Qualitative Requirement: A Cumulative Grade Point Average (CGPA) equal to or greater than 2.5 is required for graduation. In addition, students must have a CGPA equal or greater than 2.5 to be making satisfactory academic progress at each evaluation. A student’s academic progress is evaluated at the end of each payment period. If a student is enrolled in an education program of more than two academic years, then the student must have a GPA of at least a “C” or its equivalent or have academic standing consistent with the school’s requirements for graduation at the end of the second academic year. A student not meeting satisfactory academic progress will be placed on Academic and Financial Aid Warning for one semester, or payment period while repeating a course.

1. The institution bases a student’s grade on academic exams and their demonstrated clinical skills. A written exam is given periodically and at the completion of the program. The examinations are graded according to the following schedule listed in step two below. Students must maintain a “C” in each related course to continue in a program. Students earning an “F”, failing a course, may result in being withdrawn from the program. Clinical competency evaluations will be done throughout the program. Consistent unsatisfactory clinical performance will result in dismissal from the institution.

2. Successful completion of a class is defined as earning a grade of “C” or better. The grading policy will be given to students at the beginning of each class which will include the following grading scale. At the end of the semester (pay period), a final grade will be assigned and recorded as part of the student’s permanent record.

GRADE	Interpretation	Average Value	Grade Point Value
A	Excellent	100 - 92%	4.0
B	Above Average	91 - 83%	3.0
C	Average	82 - 75%	2.0
F	Failing	74% - Below	Fail
WP	Not Calculated	Withdrawn passing-withdrawal from a course after the mid-term of a semester	
WF	Calculated	Withdrawn failing - withdrawal from a course after the mid-term of a semester	
P	Not Calculated	Passing (for clinical courses for the Physical Therapist Assistant Program only)	
*	Not Calculated	Allocated LPN credits [Only for the Licensed Practical Nurse to Associate Degree Nurse Bridge program (Professional Nursing program – Bridge Entry Option.)	
I	Calculated	Incomplete	
TR	Not Calculated	Transfer in of Credit Only	

Quantitative Requirement: Students are required to complete his/her educational program in no longer than 150% of the published length of the program. The student agrees to complete the course within a maximum time frame of one and one-half (1 ½) times the length of the course as stated in the enrollment agreement.

Example: 72 credit hours must be completed within 108 scheduled credits (72 x 150% = 108)

1. ALL scheduled courses of academic study in which a student records at least one [1] day of attendance will count towards attempted credits. If a student exceeds the maximum time frame, he or she will be dismissed from school.
2. Students meeting the minimum requirements for quantitative and qualitative requirements at any evaluation point will be considered to be making satisfactory progress until the next evaluation.

Determination of Progress

A student's academic progress will be evaluated at the end of each payment period. If a student is making satisfactory progress at evaluation time, the student is considered making satisfactory progress until the next evaluation period and will be eligible for Title IV funding. If a student is not making satisfactory progress at the evaluation time, the student will be placed on warning status until the next evaluation period.

Evaluating Academic Ability

Evaluations are conducted at the end of each semester (payment period) to determine if the student has met the minimum requirements. The school calculates the pace, quantitative requirement, at which a student is progressing by dividing the cumulative number of credit hours the student has successfully completed by the cumulative number of credit hours the student has attempted. A pace calculation greater than or equal to 67% at each evaluation will indicate that the student will graduate within the maximum time frame allowed. The following is used to evaluate a student's academic ability:

Practical grade reports are issued to each student through the electronic student portal after each semester exam, to make them aware of their progress toward making SAP. Examinations are given in all subjects. Grades and pace of completion are reviewed by the Academic Dean and with the Financial Aid Office at the end of the semester.

Financial Aid Warning:

For all programs that started on or after January 3, 2017, if a student's CGPA falls below a 2.5 or the student does not complete the required credits, the student is placed on **Financial Aid WARNING** during the subsequent (academic year) payment. After counseling, the student signs an agreement to the conditions of the **Financial Aid WARNING period**. The student on financial aid warning for a payment period may not receive funding for the subsequent period unless the student makes SAP. During the Financial Aid WARNING period, eligibility for financial aid continues. The following will not be considered as credits successfully completed: W and I. If at the end of the warning period, the student has still not met both the quantitative and qualitative requirements, he/she will become ineligible to receive Title IV funds. See "Probation" and "Appeal Procedure" below.

Appeal Procedure:

A student who loses their financial aid eligibility, due to not making SAP at the end of a financial aid warning, has the right to file an appeal regarding their SAP Evaluations.

A student, who wishes to appeal a disciplinary action and/or decision made in reference to the Satisfactory Academic Progress policy, must submit a typed letter to the President or the Academic Dean. This letter must contain information about the student's reason regarding the action and /or decision and reasons why the student is wishing to appeal. Reasons for which students may appeal a negative progress determination include death of a relative, an injury or illness of the student, or any other allowable special or mitigating circumstance. Students must provide supportive documentation along with their letter in order to support their position and any mitigating circumstances that may have existed. The Academic Dean will hear any student who disagrees with an SAP decision, on an appointment basis only.

The student will be notified by the President or Dean's decision within ten (10) calendar days following the receipt of the student's appeal letter. Additional time may be taken to thoroughly review the student's appeal. The appeal and decision documents will be retained in the student file.

If the student prevails upon appeal, the satisfactory academic progress determination will be reversed, and federal financial aid will be reinstated, if applicable.

Financial Aid Probation

Students who fail to meet minimum qualitative and quantitative requirements after the warning period will be placed on probation and considered to be making satisfactory academic progress while during the probationary period, if the student appeals the decision, and prevails upon appeal. Additionally, only students who can meet the Satisfactory Academic Progress Policy standards by the end of the evaluation period may be placed on probation. Students placed on an academic plan must be able to meet requirements set forth in the academic plan by the end of the next evaluation period.

When a student is placed on Financial Aid Probation status, he or she will be required to do the following:

- Agree to a written academic plan that specifies how the student will regain SAP. The plan may include, but is not limited to, mandatory tutoring, scheduled advisement sessions, extra course assignments, repeating a course for which the student received a failing grade, and/or repeating a course from which the student withdrew.
- Sign the academic plan (a copy will be kept in the student's file).

Students who regain SAP at the next reporting period will have regained full eligibility for the Title IV, HEA funding and will be removed from Financial Aid Probation Status. Those who are not making SAP will be **ineligible** to receive Title IV funds without the option to appeal and will be terminated from the college.

Reinstatement of Title IV, Financial Aid

Reinstatement of aid is limited to the period under evaluation, the next payment period. Students making SAP by the conclusion of the warning/probation status will be removed from the warning/probation status and will regain eligibility for Title IV, financial aid.

Transfer Credits & Hours

Transfer credits and hours from another institution that are accepted toward the student's educational program are counted as attempted and completed hours or credits. Grades from credits transferred into the college will not be used in the calculation of the Cumulative Grade Point Average.

Interruptions, Course Incompletes, Withdrawals

Each attempt at a course for completion will count towards the maximum number of attempted credit hours allowed for a program of study. All recorded grades of Failing, Incomplete, and, Withdrawal will be replaced with grades attained after repeating the specific classes/ courses. Students are allowed to attempt a course for credit twice without appeal. Due to course sequencing, a student that fail a course may have to withdraw and apply for re-enrollment according to the Admissions Requirement. Taylor College reserves the right to dismiss a student after one course failure. Students that fail to earn a passing grade after two [2] attempts of one course, or in any two separate courses, will be dropped from academic study and must request consideration for Readmission. Students are prohibited from receiving Federal Financial Aid funds for attempting a course twice within the same term.

Students who withdraw prior to completion of the course and wish to re-enroll will return in the same satisfactory academic progress status as at the time of withdrawal. A student, who chooses to transfer from one program to another, will have only the grades and credits that apply to the new program applied to the student's Cumulative Grade Point Average (CGPA) and quantitative requirements.

By the approval of the Program Director and Academic Dean an incomplete grade (I) may be issued at the end of the grading period for a course. Approval will be considered only if the student has completed 75% of the coursework and the circumstances that have compelled the student to request the *Incomplete* must be exceptional, such as illness, natural disaster, or some other emergency, beyond the student's control. The student has two weeks from the time the grade is issued to resolve the incomplete. If after two weeks there is not a satisfactory resolution to the incomplete grade the grade will be updated to a F – failure and the student will be required to repeat the course if approved by the Program Director and Academic Dean.

Notification and Records

Students shall be provided with copies of all Satisfactory Academic Progress evaluation reports. Copies of such reports shall also be placed in the student's academic file, to which the student shall have access as set forth in this Catalog.

Reinstatement before 180 Days

Students who have been terminated or withdrew from school and re-enroll (if determined eligible), after more than 180 days will pay an application fee and will be charged for contracted hours at the current tuition rate. All re-enrolling students will be provided the school's re-enrollment policy and will be evaluated by the Academic Dean for placement. No core Physical Therapist Assistant, Practical or Professional Nursing courses may be transferred. All core courses must be repeated.

Students applying for re-entry will be required, as a condition of re-enrollment, to pay in full any prior student balances.