

## **TAYLOR COLLEGE - FINANCIAL AID SATISFACTORY ACADEMIC PROGRESS 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 Program Director, 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 in order 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, LPN Bridge to Professional Nurse  
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.

### **Attendance Progress**

Regular, punctual attendance is the responsibility of every student who enrolls at Taylor College. The College is committed to enforcing the attendance policy in an effort to assist students in achieving their educational objectives. Students must attend a minimum of the cumulative scheduled hours to maintain Satisfactory Academic Progress (SAP) and complete the course within the maximum allowed period of 150% for all programs. All absences are recorded and made a part of the school permanent record. It is the responsibility of each student for being on time for every class/clinical/lab, tardiness is not acceptable. In all programs, students are allowed only 3 (three) absences per semester. Any clinical absences are required to be made-up prior to the end of the semester.

Any additional absences beyond the allowed mentioned above will result in the student being withdrawn from the program. Leaving early and/or coming late will be documented. Two such occurrences will result in one absence. Documentation of student absences will begin the first day. The College reserves the right to evaluate individual cases of non-attendance. Participation is a significant measure of performance, and non-attendance will adversely affect a student's grade. Any absences beyond the allowed amount will result in withdrawal from the program.

No make-ups will be given for missed quizzes and finals unless otherwise pre-approved by the Program Director. The student will receive a (0) for missed work or quizzes. In the event of unforeseen reasons the student may provide documentation requesting an excused absence. These situations will be reviewed on a case-by-case basis by the Program Director, if approved the student will not be penalized if all work is completed and turned in by the agreed deadline with the Director. If providing a doctor's note for an absence does not automatically mean that the missed day is excused. This is reviewed individually and will encompass all student behaviors and performance.

**Attendance for Academic Related Activity in Distance Education and Hybrid/Online Course Policy (FSA Title IV policy 34 CFR 668.22)**

Attendance for academic related activity in Distance Education and hybrid/online courses is more than documenting that a student has logged into an online class. That is not sufficient to demonstrate academic attendance by the student. Attendance when students are enrolled in distance education courses is documented by the student participating in class or is otherwise engaged in an academically related activity, such as by contributing to an online discussion or initiating contact with a faculty member to ask a course-related question. These stipulations mean that a student must log into the online software or webhost daily/weekly at a minimum to reflect academic participation. Students may interact with the hybrid/online instructors via telephone, email, web, or in person at their availability.

Examples of acceptable evidence of academic attendance and attendance at an academically-related activity in a distance education program include:

- student submission of an academic assignment
- student submission of an exam
- documented student participation in an interactive tutorial or computer-assisted instruction
- a posting by the student showing the student's participation in an online study group that is assigned by the course instructor
- a posting by the student in a discussion forum showing the student's participation in an online discussion about academic matters, and
- an e-mail from the student or other documentation showing that the student initiated contact with a faculty member to ask a question about the academic subject studied in the course.

Attendance for Distance Learning Education and Hybrid/Online Courses will be equal to the standard classroom/theory/lab attendance policy, as one in the same policy.

**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. The Title IV SAP policy is the same as the school's academic policy.

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

**ACADEMIC PROGRESS (Quantitative and Qualitative)**

A Cumulative Grade Point Average (CGPA) equal to or greater than 2.0 is required for graduation. In addition, students must have a CGPA equal or greater than 2.0 to be making satisfactory academic progress at each evaluation. For all programs starting on or after January 3, 2017 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. Grades from credits transferred into the college will be used in the calculation of the Cumulative Grade Point Average. 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.

<u>Grade</u>	<u>Interpretation</u>	<u>Average Value</u>	<u>Grade Point Value</u>
A	Excellent	100 – 92%	4.0
B	Above Average	91 – 83%	3.0
C	Average	82 – 75%	2.0
F	Failing	74% – Below	Fail
<b>WF</b>	Calculated		0.00
			Withdrawn failing at the time of withdrawal from a course after the mid-term of a semester
<b>W</b>	Not Calculated		Withdrawn prior to the mid-term of the semester
<b>WP</b>	Not Calculated		Withdrawn passing at the time of withdrawal from a course after the mid-term of a semester
<b>P</b>	Not Calculated		Passing (for clinical courses for the Physical Therapist Assistant Program only)
<b>*</b>	Not Calculated		Credit Only Licensed Practical Nurse to Associate Degree Nurse Bridge program – 10 LPN credits

3. Quantitative (PACE) 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)
4. 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.
5. Students meeting the minimum requirements for **attendance and academic progress** 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 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:

1. 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.
2. Examinations are given in all subjects.
3. Grades and attendance (SAP) records are reviewed with Financial Aid Office at the end of the semester.

**Financial Aid Warning:**

If a student's CGPA falls below a 2.0, or the student does not complete the required credits, the student is placed on **Financial Aid WARNING** during the subsequent (academic year) payment. For all programs starting 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 attendance and academic 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 Nursing Board. 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 Program Director will hear any student who disagrees with a SAP decision, on an appointment basis only.

The student will be notified by the President or Program Directors' 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 requirements for attendance or academic progress 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 have the ability to 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:

1. 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.

2. 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.

#### **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. 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.

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).

Course incompletes, repetitions and non-credit remedial courses do not apply to this institution's form of instruction. The school does not issue incompletes and does not offer non-credit remedial courses.

#### **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 school Director of Compliance for placement.

Students applying for re-entry or transfer-in from other schools will be required, as a condition of enrollment, to bring delinquent prior student loans to a current status.