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Subject: **SATISFACTORY ACADEMIC PROGRESS**	Original Issue Date: 1995	Policy #: **803**
	Supersedes: November 16, 2012	Effective Date: February 23, 2018

Individuals / Committees Consulted: Office of Financial Aid	Reviewed & Approved by: Dean, Administrative & Student Services College Governance Board of Trustees	Approved by: Provost, College of Nursing & Allied Health (signature on file)

PURPOSE:

To provide guidelines for determining satisfactory academic progress (SAP)

POLICY:

The College establishes and monitors satisfactory academic progress.

Only courses required for School of Nursing (SON) program completion are included in SAP evaluation.

All students accepted into the SON program are initially deemed to be making satisfactory academic progress.

SAP is determined at the end of:
- The first semester of enrollment and includes all acceptable transfer units
- Each semester.

Summer and Winter intersession terms if applicable are included in SAP calculation. Summer is combined with Fall semester and Winter is combined with Spring semester.

To demonstrate SAP, students must:
- Maintain a cumulative Grade Point Average (GPA) of 2.0 ("C") or above, inclusive of grades accepted for transfer credit
- Maintain a minimum grade of:
  - "C" or above in all nursing theory courses and required general education (GE) courses
  - "Credit" in clinical courses
- Maintain a pace of completion of 66.67% of units attempted (cumulative number of units successfully completed divided by cumulative number of units attempted).
- Resolve any incomplete grades and receive a final passing grade for the course before being eligible to progress
- Fail no more than one nursing course
- Withdraw from courses in no more than two semesters
- Complete the program within maximum time frame:
  - Four semester basic nursing curriculum in not more than seven semesters
  - Two semester Licensed Vocational Nurse (LVN) advanced placement curriculum in not more than five semesters.

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Failure to meet the SAP requirements may result in dismissal.

Situations Impacting SAP Determination:
- Withdrawals
  - Pace of Completion Calculation: If a student withdraws or is administratively withdrawn from a course or courses, all units attempted are counted towards attempted units.

- Repeated Failed Course
  - GPA Calculation: repeat grade replaces the "fail" grade for GPA calculation
  - Pace of Completion Calculation:
    - Successfully repeated course units are used to calculate units earned
    - Both the failed and repeated course units are used to calculate units attempted.

- Repeated Withdrawn Course
  - GPA Calculation: repeat grade replaces the "withdrawal" grade for GPA calculation
  - Pace of Completion Calculation:
    - Successfully repeated course units are used to calculate units completed
    - Both the withdrawn and repeated course units are used to calculate units attempted.

- Repeated Passed Course: Nursing program courses completed with a passing grade may not be repeated.

- Transfer Units
  - GPA Calculation:
    - Nursing and GE courses required for completion of the program are used in GPA calculation
    - Challenge examination credit is not included in GPA calculation
  - Pace of Completion Calculation:
    - Units received for prerequisite and corequisite GE classes completed prior to SON enrollment are calculated in SAP determination at the time of initial enrollment
    - Corequisite units attempted/completed during the nursing program are calculated in SAP determination during the semester in which they are completed
    - Challenge examination credit is included in calculation of units attempted and completed.

- Incomplete Course
  - GPA Calculation: Course does not impact GPA calculation until final grade is entered
  - Pace of Completion Calculation: Course units are used to calculate units attempted.

- Non-credit Remedial Courses: Are not counted in SAP calculation.

- Leave of Absence: Semesters included in Leave of Absence are not used for SAP calculation.

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Financial Aid Students

Students who receive Federal Title IV, state financial aid, and/or Department of Veteran Affairs (DVA) educational assistance from one or more of the following programs must also maintain financial aid SAP:
- Federal Pell Grant Program
- Federal Supplemental Educational Opportunity Grant (SEOG) Program
- Federal Perkins Loan Program
- Federal Direct Loans Program:
  - Federal Direct Loan
  - Federal Unsubsidized Direct Loan
  - Federal Direct Parent Loans for Undergraduate Students (PLUS)
- Cal Grant A, B, or C
- DVA Educational Assistance.

Financial aid SAP is achieved when the student:
- Meets the GPA requirements

- Maintains progression to complete the program within a maximum timeframe of 150%:
  - The four semester basic nursing program must be completed within six semesters
  - The two semester LVN advanced placement program must be completed within three semesters

- Maintains a pace of completion of 66.67% of units attempted (cumulative number of units successfully completed divided by cumulative number of units attempted).

SAP is reviewed by the Office of Financial Aid (OFA) at the end of each payment period upon receipt of the SAP report.

Failure to Meet Financial Aid SAP Standards

Students who fail or withdraw from a course will be issued a letter advising them of risk of financial aid disqualification.

Students who fail to meet SAP will be placed on financial aid warning and issued a warning letter.

Students on financial aid warning may continue receiving awarded aid during the semester they are on warning.

Students who fail to make SAP during the warning semester are disqualified from financial aid at the end of the warning period.
- Financial aid funds are not disbursed and loan checks are returned to the lender.

Financial aid disqualification is subject to appeal.

PROCEDURE:

Office of Educational Services:

DISTRIBUTION: College of Nursing & Allied Health Policy & Procedure Manual

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- Calculates SAP and issues SAP Report at the end of each semester
- Notifies students and Office of Financial Aid of unsatisfactory academic progress.

Office of Financial Aid:
- Reviews the SAP Report, when received, for students not making SAP
- Issues letters and notifications to students receiving financial aid when SAP standards are not met.:
  - Advisory letter – class withdrawal or failure
  - Warning letter – failure to maintain cumulative GPA of 2.0 or to meet 66.67% completion rate
  - Disqualification notification – failure to meet SAP by the end of the warning period or maximum time frame for completion exceeded

- Provides financial aid advisement.

PROCEDURE DOCUMENTATION:

Transcripts
SAP Report
Advisory and Warning Letters
Disqualification Notifications

REFERENCES:

College Catalog
School of Nursing Handbook
College Policy #830: Student Grievances
SON Policy #300: Grading System
SON Policy #310: Grading for Clinical Courses
SON Policy #420: Academic Warning Notification
SON Policy #421: Academic Status Notification
SON Policy #820: Academic Failure and Withdrawal

REVISION DATES:

November 16, 2012
February 23, 2018