

READING HOSPITAL SCHOOL OF HEALTH SCIENCES POLICY NO. 613

SUBJECT: Satisfactory Academic Progress

Responsibility of: Director of Financial Aid and Budget
Originated: August, 2011 Revised: July, 2014 Reviewed: July, 2014

SCOPE: Students enrolled at the Reading Hospital School of Health Sciences (RHSHS) who receive Title IV aid.

PURPOSE: To provide guidelines and explain the requirements of Satisfactory Academic Progress (SAP) that students must meet in order to receive Title IV aid.

POLICY: To be eligible to receive Title IV Financial Aid funds, a student must make Satisfactory Academic Progress (SAP) throughout the curriculum.

DEFINITIONS: N/A

PROCEDURE:

- 1. Timeframe of Assessments:** The Financial Aid Department will assess SAP at the end of every payment period defined at RHSHS as 450 clock hours for both the Nursing and Medical Imaging Programs.
- 2. Timeframe for completion of the Nursing Program:** The timeframe for program completion for a fulltime student in the Nursing program is 86 weeks. The maximum timeframe of enrollment allowed for completion of the Nursing program for financial aid purposes is 150% of 86 weeks or 129 weeks. The time frame for program completion is adjusted accordingly for part-time students based on enrollment clock hours. Upon request from the financial aid department, a student must provide a curriculum plan established by the Nursing Program administration designating the enrollment plan for program completion.
- 3. Timeframe for completion of the Medical Imaging Program:** The timeframe for program completion for a fulltime student in the Medical Imaging program is 104 weeks. The maximum timeframe of enrollment allowed for completion of the Medical Imaging program for financial aid purposes is 150% of 104 weeks or 156 weeks. The time frame for program completion is adjusted accordingly for part-time students based on enrollment clock hours. Upon request from the financial aid department, a student must provide a curriculum plan established by the Medical Imaging program administration designating the enrollment plan for program completion.

- 4. Standards of Satisfactory Academic Progress:** In order for the student to remain in good SAP standing, the student must meet both quantitative and qualitative benchmarks, and reside within the maximum timeframe for completion of the program:
- a. Qualitative measure: Nursing program-**
At the time of the end of the first two payment periods (450 and 900 clock hours) the student must demonstrate that they have successfully completed all hours and maintained a cumulative GPA of 1.75. For all subsequent payment periods, the student must demonstrate that they have successfully completed all hours and maintained a cumulative GPA of 2.00 or better (C average). Students are permitted only one failed course (<75%) in the curriculum . Subsequent course failures make a student ineligible for financial aid as they will be dismissed from the program.
 - b. Qualitative measure: Medical Imaging Program -**
At the time of the end of the first two payment periods (450 and 900 clock hours) the student must demonstrate that they have successfully completed all hours and maintained a cumulative GPA of 2.00 or better (C average). Students are dismissed from the program following a single failed course, thus making them ineligible for financial aid following a single failed course.
 - c. Quantitative measures**
The quantitative measure for Satisfactory Academic Progress is satisfactory completion of the required clock hours in the payment period (Nursing Program and Medical Imaging Program are both defined as 450 clock hours per payment period). In addition, the student must fall within the 129 week or 156 week maximum timeframe for program completion as defined above.
- 5. Assessments:** Satisfactory Academic Progress is assessed at the end of each payment period. The financial aid department will confirm the student's achievement of quantitative and qualitative measures. Students who meet all quantitative and qualitative benchmarks will be considered to be in good standing and disbursements of Title IV aid will be made. Students who do not meet any one of the quantitative or qualitative benchmarks will be given a written Financial Aid Warning. Students who have received their first Financial Aid Warning are eligible to receive financial aid for one additional payment period. At the end of that additional payment period, the student must demonstrate that they have achieved all quantitative and qualitative benchmarks returning them to good standing. Students who fail to meet any of the quantitative and qualitative benchmarks following the period of warning will have financial aid suspended.
- 6. Appeals:** Students may appeal financial aid probation by contacting the Director of Financial Aid and Budget in writing within 14 calendar days after being provided notice. The student's written communication to the Director of Financial Aid and Budget must include (1) the reason that the student is filing an appeal, such as the death of a relative, an injury or illness of the student, or other special circumstances, (2) information regarding why the student failed to make SAP, and (3) what has changed in the student's situation that will allow the student to demonstrate SAP at

the next evaluation. Students placed on probation for failure to meet qualitative benchmarks must meet with their faculty advisor (or designee) to develop a written plan for improving their academic performance, and provide a copy of that plan along with the letter of appeal. A committee consisting of the Director of Financial Aid and Budget, the student's Program Director, and the student's Faculty Advisor will make the final decision regarding the student's appeal. The decision of the committee will be final and will be communicated to the student in writing.

- 7. Return to Financial Aid Eligibility following Financial Aid Suspension:** Students placed on suspension may return to eligibility following successful completion of the required clock hours for which they have been paid. Students must meet all quantitative and qualitative benchmarks (thus being considered to be in good standing) in order to return to financial aid eligibility.
- 8. Transfer Students:** The maximum allowable timeframe for program completion for transfer students will be adjusted based on the courses transferred into the program.
- 9. Effect of Incomplete, Course Withdrawals and Course Repetition:** Incomplete Courses and Course Withdrawals are considered to be "hours not completed" and thus do not count toward the successful completion of clock hours in meeting the quantitative benchmark. Course repetition is not offered in the curriculum. (i.e. Students do not receive financial aid for courses already passed and re-taken.)

EDUCATION AND TRAINING: N/A

REFERENCES: CFR 668.16(e), 668.34, 668.2(b)

COMMITTEE AND COUNCIL APPROVALS: SHS Director's Meeting, 9/22/14

CANCELLATION: Reading Health System policies directly related to this topic shall supersede this RHSHS policy. This policy supersedes all previous policies, memoranda, and/or other communications pertaining to this policy.