



## Policy FA1.05: Satisfactory Academic Progress

| Oversight                      | Information   |
|--------------------------------|---|
| Policy Type                    | Financial Aid   |
| Policy Owners                  | Director of Financial Aid; VP Strategic Programs; Registrar |
| Initial Policy Approval Date   | Not Applicable  |
| Current Revision Approval Date | May 1, 2019   |
| Procedure Effective Date       | June 4, 2018  |

### Policy

American Sentinel University's utilizes Satisfactory Academic Progress (SAP) as cumulative measurements of a student's academic performance and includes all terms and semesters of the student's enrollment at the university.

The SAP standards are the same, but the measurement periods are different based on whether the student is receiving federal Title IV financial aid.

1. For federal Title IV financial aid recipients, American Sentinel University evaluates a student's SAP at the completion of each 16-week semester in which the student is enrolled in either standard courses, a SIMPath term, or a competency-based term depending on the student's program.
2. For non-federal Title IV financial aid recipients, American Sentinel University evaluates a student's SAP as follows:
  - a. 8-week courses: upon completion of 12, 24, 36, 48 and 60 American Sentinel credit hours.
  - b. Powered by SIMPath™ credit-based courses: every semester.
  - c. Competency-based terms: every semester.
3. Any student who is failing to achieve SAP standards will be notified via email.
4. Both quantitative and qualitative standards are used to evaluate SAP.
5. Competency-based programs with the exception of Powered by SIMPath™ (as noted above) are graded on a pass/fail scale. Therefore, traditional grades do not apply. Only the quantitative standard is used in these programs.
6. RN to BSN/MSN students are required to have a GPA of 2.0 during the undergraduate portion of the degree, up to and including the 3 required MSN courses that comprise part of the RN to BSN portion of this degree. When the student enters the MSN portion of the degree, they will be measured using the graduate minimum GPA of 3.0.
7. Students enrolled in a Powered by SIMPath™ program are required to declare the desired number of courses they wish to attempt prior to beginning the semester. The quantitative standard is measured based on the declared number of courses.
8. Students enrolled in a competency-based program are required to complete four competencies per semester. The quantitative standard is measured based on this amount.



9. These measurements include both the periods (terms or semesters) using federal Title IV financial aid and any periods in which the student was not using federal Title IV financial aid if applicable.
10. Credits transferred from another college or university via an official transfer credit evaluation are factored into the quantitative calculation of completion rate and maximum timeframe, however, transfer credits do not affect a student's qualitative GPA calculation.
11. Course withdrawal (W) grades received after the drop/add period affect the quantitative completion rate standard, but do not affect the student's qualitative GPA calculation. Withdrawals during the drop/add period do not affect either standard. American Sentinel's grading scale does not include "Withdrew Passing (WP)" or "Withdrew Failing (WF)" grades.
12. Incomplete (I) grades affect the quantitative completion rate standard but do not affect the student's qualitative GPA calculation until the grade is replaced with a permanent grade and the progress can be re-evaluated.
13. Failing (F) grades are considered attempted credits that were not earned and affect both the qualitative and quantitative calculations.
14. Students may repeat a course in accordance with American Sentinel's academic forgiveness policy. Credits from both course attempts will be counted as credits attempted but only the higher grade will be used in the qualitative GPA calculation.
15. If a student changes majors, American Sentinel credits applied to the new program will count as credits attempted and the grades from such credits will be calculated into the cumulative GPA of the new major.
16. If a student pursues a second degree after completion of a first, SAP calculations will only apply to courses required for the second degree.
17. American Sentinel University does not offer non-credit remedial coursework. All courses are included in SAP evaluations.

## Guidelines

- Not Applicable

## Procedure

American Sentinel measures SAP at the end of each applicable measurement period. Students are placed into one of the following statuses based on their performance: (SAP measurement periods are described in Section I).

### Good Standing

- All students begin their program in this category.
- Students meeting both the qualitative and quantitative standard for SAP will remain in this category.
- There are no penalties or additional requirements for students in good standing.



### First Warning Status

- Students who fail to meet one or both standards (qualitative and/or quantitative) will have their status changed and receive a formal warning notice via email. Students with this status will be required to develop an action plan for academic improvement, approved by their student success advisor and/or their program coach, and demonstrate sustained academic progress during this period.
- The first warning status will remain in effect until the next SAP review period.
- If the student is receiving federal Title IV financial aid, the student will remain eligible and continue receiving aid for this period.
- If the student is back above SAP standards after the subsequent review period, the student is placed back into good standing.

**Please note:** It is the student's responsibility to know the standards set forth herein, and failure to receive notification does not nullify the academic status.

### Second Warning Status

- If the student has already received a first warning status and then after a subsequent review of the student's SAP the school determines that one or both standards are still not being met, the student will be moved to this category.
- Students will receive a formal second warning notice letter via email.
- Students will be required to develop an action plan for academic improvement, approved by their student success advisor and/or their program coach, and demonstrate sustained academic progress during this period.
- The second warning status will remain in effect until the next SAP review period.
- If the student is receiving federal Title IV financial aid, the student will lose eligibility and no longer be able to receive aid for this period.
- Students will be given the opportunity to appeal the financial aid denial. The process, requirements, and deadlines for appeals will be presented to the student via email.
  - The student must submit a written appeal before the deadline to the Financial Aid Office. The appeal must include documentation of the circumstance that led to their not meeting SAP standards as well as a description as to how they will be able to meet SAP moving forward.
    - Circumstances which may be considered include, but are not limited to, a death of a family member, unexpected injury or illness of the student, or other circumstances as supported with documentation.
  - The Financial Aid Appeals Committee will review the appeal and notify the student via email of their decision after the Appeals Committee meets and makes its determination. Appeals will not be granted unless the student's proposed enrollment in the upcoming semester would be adequate to reestablish their progress under the standards set forth in the quantitative and qualitative standards.
  - All decisions of the Financial Aid Appeals Committee are final.
  - If the appeal is approved, the student will regain their financial aid eligibility for one additional 16-week semester.



- If the student does not appeal or the appeal is denied, no additional aid will be disbursed for the student until such time that they reach back above SAP standards.
- If the student is back above SAP standards after the subsequent review period, the student is placed back into good standing.

**Please note:** It is the student's responsibility to know the standards set forth herein, and failure to receive notification does not nullify the academic status.

### Dismissal

- If the student has already received a first and second warning status and then after a subsequent review of the student's SAP the school determines that the standards are still not being met, the student will be moved to this category.
- Upon academic dismissal, students will be given the opportunity to appeal the dismissal should they choose to do so.
  - An appeal of academic dismissal must be submitted in writing to the Chief Academic Officer within thirty calendar days from the date of notification of dismissal.
  - Once received, the Chief Academic Officer will act on the appeal within seven business days by engaging the academic appeals committee.
  - The student will be notified of the final appeal deposition in writing within thirty days of receipt and will be given a final copy.
  - Should a student be reinstated after being granted an appeal, they will be reinstated under a probationary second warning status and their SAP will once again be reviewed and calculated after the completion of the next review period.
  - Should the student not appeal within the timeframe, continue to not meet SAP after the probationary period, or the Chief Academic Officer and academic appeals committee choose not to grant the appeal, the student will be dismissed from the university and must wait one calendar year before reapplying to the program.

**Please note:** It is the student's responsibility to know the standards set forth herein, and failure to receive notification does not nullify the academic status.

### **Related Documents/References**

- Student Handbook

### **Definitions**

- **Qualitative Standards:** Students are required to have a minimum cumulative GPA of 2.0 in undergraduate programs and a 3.0 in graduate programs.
- **Quantitative Standards:** Students must successfully complete two out of every three courses attempted for a minimum 67% successful completion rate. Students



must also complete their program of study within 150% of the published program length (measured in credit hours, not time).

### **Revision History**

- 01.23.18 - Revised to combine SAP with the previous IAP policy for increased comprehension.
- 4/26/19 Updated SAP, removed all IAP.
- May 7, 2020: Updated policy format for accessibility guidelines - AHB