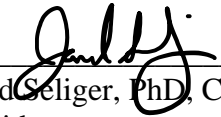


ALLEN COLLEGE – UNITYPOINT HEALTH  
STANDARD OPERATING PROCEDURE

Supersedes: 4/87, 12/87, 12/93, 11/94, 3/97, 2/00,  
2/00, 6/02, 10/05, 12/10, 11/11,  
12/14, 4/15, 3/16, 3/21

No: 2-A-800F-02  
Last Review Date: March 2021  
Required Review Date: December 2024  
Administrative Unit: Student Financial Services  
Approved By:   
Jared Seliger, PhD, CNMT  
President

**SUBJECT:** Satisfactory Academic Progress (SAP)

**PURPOSE:** To establish an institutional position on student academic progression in accordance with federal guidelines.

**EFFECTIVE FOR:** All students, Student Financial Services Office and Staff

**POLICY:** Department of Education requires that institutions of higher education monitor the academic progress of students who receive federal financial aid. In order to remain eligible for federal, state, and institutional financial aid, students must comply with Allen College's standards for Satisfactory Academic Progress. Financial Aid Satisfactory Academic Progress is monitored at the conclusion of every semester and fully reviewed on an academic yearly basis, at the conclusion of each spring semester. Students must meet all three requirements at the time of review to avoid Financial Aid Warning or Suspension.

**PROCEDURE:**

**Requirements**

1. Minimum GPA
  - a. Undergraduate
    - i. Health Science must maintain a minimum of 2.0 cumulative GPA
    - ii. Nursing BSN must maintain a minimum of 2.7 cumulative GPA
  - b. Graduate – Must maintain a minimum of 3.0 cumulative GPA
2. Pace of Progression (Quantitative measurement)
  - a. Students must complete 67% of all coursework completed at Allen College. Only grades of A, B, C, D, or P are counted as completed. Courses that are failed, withdrawn, or incomplete do not count as completed credits. Transfer credits that are accepted toward a completion of a student's program MUST be included in this calculation.
    - i. Ex: Student attempts 100 credits, the student must complete 67 credits to be meeting Pace of Progression.
  - b. The following count towards Pace of Progression
    - i. Repeat Courses
    - ii. Withdrawals
    - iii. Incompletes

- iv. Remedial Courses
- v. Prerequisite Courses

*Successfully completed credits / Attempted credits = Quantitative Measure (Pace of Progression)*

### 3. Maximum Time to Complete a Degree

- a. At Allen College students must complete their program requirements within a certain number of credit hours and semesters. Transfer credits do count towards the maximum timeframe. The maximum number of credits is 150% of the program requirements.
  - i. Ex: A student who must meet 120 credit hours of completed coursework to graduate is limited to 180 credits of financial aid eligibility.
- b. The following count towards Maximum Timeframe:
  - i. Courses assigned with grades of F
  - ii. Withdrawals
  - iii. Incompletes
  - iv. Repeated courses
  - v. Remedial Courses
  - vi. Prerequisite Courses

### **Failure to Meet SAP Requirements**

The Financial Aid office will monitor SAP on a semester basis and communication will be sent annually if students reach Financial Aid Suspension status. Failure to meet all three SAP requirements could result in Financial Aid Warning or Financial Aid Suspension.

*Financial Aid Warning* – Students failing one of the three SAP requirements for one semester will be put on warning. Students will get an additional semester to make necessary changes to meet SAP requirements. No communication will be sent because students can remain eligible for financial aid during this period.

*Financial Aid Suspension* – Students who fail SAP for a second consecutive semester will be placed on Financial Aid Suspension. Communication will be sent to students informing them of their termination for Financial Aid eligibility with Allen College.

### **Repeat coursework**

A student can repeat a course 1 time for a better grade while still earning financial aid. Failed courses may be repeated more than once however, this will be detrimental to the students' academic progress and negatively impact Pace of Progression and Maximum Timeframe.

### **Withdrawals**

Are not calculated in GPA requirements under Financial Aid SAP requirements but negatively impact Pace of Progression and Maximum timeframe. Withdrawals are considered hours attempted for the purposes of financial aid.

### **Appeals**

If a student is suspended from financial aid but has been academically approved to continue their education, they must submit a financial aid appeal to request federal, state and institutional financial aid. Appeals will be approved for one semester at a time. If a student is re-admitted into a program and is meeting all SAP requirements, financial aid will be re-established without the submission of a financial aid appeal.