



Title IV Federal Satisfactory Academic Progress Policy

US Department of Education regulations require that schools establish satisfactory academic progress (SAP) standards for recipients of federal student aid, which, at IGHSPN, includes Federal Pell Grants and Federal Direct Loans. The standards measured are **qualitative** (grades), and the **pace of completion** toward the **maximum time frame**. Students must meet these standards to remain eligible for their federal student aid each term.

IGHSPN evaluates SAP at the end of each payment period, which we define as the point at which the student's scheduled (also referred to as "attempted") clock hours for that payment period have elapsed, regardless of whether the student attended them. The dates of each payment period are stated on each student's Student Account Record. For classes beginning in August, there are two payment periods of 600 hours each. For classes beginning in January, there are two payment periods of 450 hours each followed by a final payment period of 300 hours. Students transferring with Advanced Placement into either class have payment periods established for them based on the number of clock hours needed to complete their program at IGHSPN.

At the end of each payment period, students must meet both the qualitative and quantitative standards described below to be eligible to receive federal student aid in the following payment period.

1. Qualitative: Passing Grades

The **qualitative** measure of satisfactory completion of each payment period is the student's grade for each individual course that s/he has completed to date because this is the method used by the school to measure progress toward program completion. Students must achieve a final grade of at least 75% in Anatomy and Physiology and at least 80% in PN I, PN II, and PN III. These are the same grades required for graduation from IGHSPN.

For purposes of federal SAP only, students transferring into IGHSPN with Advanced Placement (hereafter referred to as "AP students") have the transfer courses that are accepted toward the IGHSPN certificate assigned a grade equal to the minimum passing grade stated in the preceding paragraph. For students that withdraw from IGHSPN, the grade of all classes in progress but not completed by the student's last day of attendance is considered zero.

2. **Quantitative - Pace of Completion toward Maximum Timeframe**

The **quantitative** component evaluates the maximum time frame in which students must complete their educational program, and a pace of completion that ensures they will complete the program within that timeframe.

Students may receive aid within a federally-defined period no longer than 150% of the number of weeks in the program. There are 41 weeks in IGHSPN's PN program, so students' **maximum time frame for completion is 62 weeks.**

Pace of completion, like grades, is evaluated at the end of each payment period. Pace is calculated as a percentage of the number of weeks in the program (41) divided by the maximum allowable number of weeks (62), which is 67%. Thus, in order to remain eligible for federal student aid in the next payment period, **students must successfully complete at least 67% of the cumulative weeks and 67% of the cumulative clock hours scheduled/attempted in the program thus far.** Each student's pace is calculated by dividing the cumulative number of hours and weeks the student has successfully completed by the cumulative number of hours and weeks the student has attempted (for students that withdraw from and later return to IGHSPN, cumulative hours and weeks include those in the previous attempt plus those in the current attempt). Each student's Student Account Record shows dates, scheduled weeks, and scheduled hours in each payment period, referred to on that document as "semester" or "final 300 hours." AP students will have their accepted coursework translated into clock hours and included in both attempted and completed hours.

"Successful completion" is defined at IGHSPN as receiving a passing grade (75% in Anatomy and Physiology and at least 80% in PN I, PN II, and PN III) in each individual course scheduled for completion by the end of that payment period. Current/interim grade in courses that are in progress and will continue into the next payment period are not considered; the final grade will be evaluated at the end of the payment period in which the course is actually completed. The one exception to this is when a student is seeking to return to IGHSPN after having previously withdrawn. The grade of all classes that were in progress but not completed by the student's last day of attendance is considered zero. However, the school allows students to return and attempt the program a second time, and so also allows federal student aid to be used for one repeat of courses that the student already completed and one additional attempt at uncompleted courses. AP students are considered to have successfully completed all courses that have been accepted for credit toward graduation from IGHSPN.

Important note: In addition to meeting the pace requirement, students must complete the full number of hours and weeks in the payment period before their aid can actually be disbursed. "Completed hours" as used here may include up to 35 class/lab hours and 15 clinical hours of excused absences. See the IGHSPN *Student*

Handbook at www.rochestergeneral.org/IGH for the full attendance policy, including the school's definition of "excused absence."

Financial Aid Warning

Satisfactory academic progress is reviewed at the end of each payment period. Students who fail to meet the SAP standards are placed in a one-time, one-payment period Financial Aid Warning status for the next payment period except when the student fails SAP because of the 150% maximum timeframe provision.

While on Financial Aid Warning status, students are eligible to receive federal financial aid, provided they are eligible in all other ways. At the end of the Warning payment period, students must meet all SAP standards to continue financial aid eligibility. If a student fails to meet the SAP standards at the end of the Warning payment period, s/he is placed on financial aid suspension and is ineligible for federal financial aid for the next payment period.

Financial aid recipients and applicants (those for whom IGHSPN has received a FAFSA) are notified in writing when they are not meeting all standards. If this is the first time the student has not met the SAP standards at IGHSPN, then written notification will also give her/him a Financial Aid Warning that allows her/him to receive one payment period of federal aid and does not require action (such as an appeal) by the student. IGHSPN will give a student only one such Warning during her/his tenure at the school. Students that return after a gap of more than 24 months of attendance are not eligible for a Financial Aid Warning but may appeal for probation (see below).

Financial Aid Probation

A student that was given a Financial Aid Warning and doesn't meet the SAP standards by the end of that payment period, or a student that will, mathematically, be unable to complete the program within the 150% maximum timeframe, will not be eligible for federal student aid for the next payment period and will be notified of this in writing. However, the student is allowed to submit a written appeal to be placed on

"Financial Aid Probation," which, if successful, would allow her/him one more payment period of federal student aid. An appeal may only be made if the reason s/he was unable to meet the standards was due to an unforeseen circumstance that was beyond the student's control, such as serious illness of the student or a family member, death in the family, etc., and that situation is resolved, enabling the student to be successful in this attempt at the program. The appeal must be submitted on paper (not by email or verbally) to the IGHSPN Program Administrator, Ms. Finley-Cottone, and include (1) the reason the student is writing, (2) a description of the circumstance that contributed to

the student's inability to meet the SAP standards, and (3) how the circumstance has been resolved, allowing the student to successfully complete the program. Documentation of (2) and (3), such as a medical bill, letter from a doctor, obituary/death certificate, etc., must also be included, as well as the student's signature on the appeal letter. IGHSPN will approve only one such appeal during the student's tenure at the school. If s/he is still not meeting the SAP standards by the end of the Probation payment period s/he is not eligible for federal student aid for the next payment period at IGHSPN.