SATISFACTORY ACADEMIC PROGRESS (SAP) & INSTITUTIONAL ACADEMIC WARNING AND PROBATION Policy

CAAN Academy of Nursing is required to establish, publish and apply reasonable standards for measuring whether a student is makin g Satisfactory Academic Progress (SAP) in their educational program. This section is in alignment with Federal Regulations 668.16 (e); 668.34. Standards for measuring SAP apply to students receiving Title IV and HEA program funding and to those students who are *not* receiving any form of financial assistance. Furthermore, all SAP standards apply to every student enrolled the programs.

SAP Standards for Title IV and Non-Title IV Students
There are two components to Satisfactory Academic Progress: (1) Cumulative Grade Point Average (GPA) and (2) Completion Ratio (Pace). In order to maintain SAP the minimum requirements for both components must be met or exceeded.

Frequency of SAP Evaluation

Title IV SAP evaluation policy: Students are evaluated at the end of each payment period to determine if they meet Title IV SAP standards. The three (3) payment periods are;
#1 - 450 clock hours/22.5 weeks, #2 - 450 clock hours/22.5 weeks and #3 - 280 clock hours/14 weeks. The Financial aid payment period are 0-450 clock hours, 451-900 clock hours and 901-1180 clock hours. Additionally, students with incomplete coursework will be re-evaluated when an official grade is assigned. All periods of enrollment count in the evaluation of SAP (Winter, Spring, Summer, Fall), including periods when a student does not receive Title IV aid.

SAP Status
Financial Aid Satisfactory:
> • Students who have met SAP requirements and are eligible for federal student aid.

Financial Aid Unsatisfactory:
> • Students who have not met SAP requirements are ineligible for federal student aid.

1. Qualitative Standard – GPA (Grade-Based)

> You must achieve a minimum cumulative grade point average (GPA) of 77.5% = 78%/C in all coursework at CAAN Academy of Nursing at each course evaluation.

CAAN Academy of Nursing Retention Policy Standards

The following retention policy standards apply to all CAAN students, and are independent of the Title IV SAP requirements in this policy.
- Based on Institutions Retention Policy: Students are required to meet SAP within 7.5 weeks at mid-term of the first three (3) 300 hour practical nursing courses and at 2.5 weeks for the two (2) 100 hour courses and the final one (1) 80 hour course. Students who fail to meet SAP at that time are given academic warning.

- Based on Institutions Retention Policy: Students who fail to earn the necessary cumulative GPA of 77.5 = 78%/C at the end of course will be placed on academic probation and must submit an appeal for consideration of a contract to advance to the next course. Upon approval of appeal and signing of academic contract student may advance to next course and will remain on academic probation until the close of that course. The same course may be repeated only once. If a passing grade is not achieved in the second attempt, the student will be dismissed from the program. No more than two courses may be repeated. Students who fail a third course will be dismissed from the program.

- Based on Institutions Retention Policy: Students on academic probation will have until the end of the following course to remove their probationary status, or they will be dismissed from the program. If the contract requirements are not met, the student may be dismissed at any time regardless of the academic progress being made. Following academic dismissal, a student may be readmitted based on the following:
  - a student may repeat courses as mandated by the Readmission Policy, and work
  - closely with instructor as outlined in the plan of action to improve his or her academic performance.

2. Quantitative Standard – Pace of Progression (Time-Based)
CAAN Academy requires students to attend at least 90% of all clock hours in each payment period

3. MAXIMUM TIME OF COMPLETION
Based on CAAN Academy's attendance policy of 90%, the maximum timeframe to finish the certificate program is 111%. Students cannot exceed 111% of the published length of the program. The PN program published length is 59 weeks. Therefore 111% of 59 weeks is 66 weeks to complete the program. A student who exceeds 66 weeks to complete the program loses Title IV eligibility, unless he/she successfully appeals.

4. Withdrawals/Repeat Coursework/Incompletes/Transfer Coursework/Failed Grades

a. Withdrawal from Courses (see page 18 regarding withdrawal policy)
Impact on GPA:
- A grade of W (Withdrawn) is not calculated into your GPA
- A grade of WF (Withdrawn Failing) posted mid-term is calculated into your GPA as an F

Impact on Pace:
- Courses with both W and WF grades count towards the Maximum Time of Completion

b. Incomplete Coursework
Impact on GPA:
- A grade of Incomplete (I) does not affect your GPA until the final grade is assigned
- Courses not completed by the established deadline will have an official grade of F

Impact on Pace:
  • Incomplete courses count towards the Maximum Time of Completion

c. Transferred Credit
Impact on GPA and Pace:
  • Institution does not accept Transfer credit hours

d. Failed Courses
Impact on GPA:
  • Grades of D and F are failing grades and are calculated into your GPA

Impact on Pace:
  • Courses with grades of D and F count towards the Maximum Time of Completion

e. Repeated Courses

The CAAN Satisfactory Progress Policy establishes that a student under normal circumstances shall be allowed to repeat the same course only once. If a passing grade is not achieved in the second attempt, the student will be dismissed from the program. No more than two courses may be repeated. Students who fail a third course will be dismissed from the program. If a student fails to successfully complete a second attempt at a course that student's training is terminated. Under certain documented circumstances, a student may request a third and final attempt at a course. Students requesting a third attempt at a course must petition the Program Director in writing. The Program Director will meet with the student and decide whether a third and final attempt is warranted and the Administrative Team will make the final decision.

The Student shall have 36 months from the initial date of enrollment to successfully complete all required course work/educational objectives of the PN Program. Students who do not complete the required coursework/objectives within the allotted completion timeframe will be terminated from the program. Students will receive individual career counseling from the Program Faculty.

Students may repeat no more than two (2) courses, the same course may only be repeated once (1) as allowed under the academic policies of CAAN Academy of Nursing.

Impact on GPA:
  • A repeated course grade, that replaces the grade of the previously failed course, is recognized by CAAN Academy.

Impact on Pace:
  • Repeated coursework grade is counted towards the Maximum Time of Completion

5. Financial Aid Warning:
Students who fail to make SAP at the end of a payment period will be placed on Financial Aid Warning. You may continue to receive financial aid for one payment period. Students will be notified in writing that they have been placed on Financial Aid Warning, and will receive notice of what needs to be accomplished academically to achieve SAP by the end of the payment period. If you do not meet SAP at the end of the subsequent payment period, you will lose eligibility for federal student aid.

1. Students who have not met SAP requirements, whose grades are such that it is possible for them to regain compliance with SAP by the end of the payment period, and are not already on Financial Aid Warning will receive a Financial Aid Warning letter and will be able to continue to receive Title IV and HEA program funds for the subsequent payment period;

2. Students whose grades are such that it is not possible for them to regain SAP by the end of the subsequent Financial Aid payment period will be sent a Denial of Financial Aid letter notifying them that they are no longer eligible for financial aid due to their failure to meet the minimum SAP standard;

3. Students who have failed to meet SAP at the end of payment period on Financial Aid Warning will be sent a Denial of Financial Aid letter notifying them that they are no longer eligible for financial aid due to their failure to meet the minimum SAP standard;

4. Students who were already on Financial Aid Warning who have regained compliance with SAP by the end of the payment period will be sent a letter notifying them that they are no longer on Financial Aid Warning and are considered to be meeting the SAP standard.

6. Appeal Process

CAAN is aware that a student may experience unusual and/or unexpected circumstances that are beyond the student's control, which may result in academic performance that does not reflect the desire and academic abilities of the student. Such circumstances may include death of a parent, spouse, severe prolonged illness, catastrophic events, and unavoidable / unforeseen demands for travel or overtime by one's employer.

The student whose failure to meet the minimum GPA, Pace or the conditions of an Academic Plan as a direct result of such an event may appeal the denial of financial aid due to an extenuating circumstance that was beyond the student's control. The appeal must be presented to the Financial Aid Office in writing with documentation. The Financial Aid Committee will review the appeal and determine if it warrants overriding the denial of financial aid. All decisions by the Financial Aid Committee are final and will be communicated to the student by the Financial Aid Office. If the appeal is successful, the student will be placed on Financial Aid Probation and will be eligible for financial aid.

Examples of extenuating circumstances include but are not limited to: the death of a family member, serious illness/injury of the student or family member, an extreme change in financial or legal circumstances, or compulsory military duty.

You must submit a written letter of appeal to the Financial Aid Office that includes:
1. A statement of why you failed to make SAP
2. A description of how circumstances have changed to allow you to make SAP at the next evaluation
3. Official supporting documentation (from obituary, physician, counselor, court, etc.)

The student must submit appeal within 72 hours of receipt of failure notice. Appeals may be made after student has not met SAP at the end of a payment period. Student is allowed to appeal two (2) different times in entire program.

Students may also appeal a subsequent denial for failure to meet the required conditions while on Financial Aid Probation or for failure to meet the terms of an Academic Plan but the appeal cannot be due to the same circumstance or event nor can it be for a similar circumstance or event. In addition to the above appeals a student may also appeal the denial of financial aid due to a determination that the student cannot meet the maximum completion time frame of 150% of the published length of the program.

Students who successfully appeal are placed on Financial Aid Probation for one payment period.

7. Financial Aid Probation
When students are placed on Financial Aid Probation due to a successful appeal of the denial of financial aid for failure to meet SAP requirements, one of two options will be utilized:

1. If the student can regain compliance with SAP by the end of the payment period. The student will be taken off financial aid probation.

2. If the student cannot regain compliance with SAP by the end of the payment period, the student will be required to set up an Academic Plan that will allow the student to regain compliance with SAP by a specified date.

SAP will be evaluated at the end of the subsequent payment period and one of the following three actions will be taken:

1. If the student regains compliance with the SAP requirements, the student will be sent a letter notifying the student that the student is no longer on Financial Aid Probation,

2. If the student did not regain compliance with SAP requirements, the student will be sent the Denial of Financial Aid letter and will not be able to receive Title IV or HEA program funding from the Program. The student may be able to appeal this decision – see Appeal Process.

3. If the student fails to meet the conditions of the student's Academic Plan, the student will be sent the Denial of Financial Aid letter and will not be able to receive Title IV or HEA program funding from the Program. The student must make payment arrangements at this time. The student may be able to appeal this decision – see Appeal Process.

Probation is for one payment period only. If students are placed on probation with an academic plan, and at the end of that payment period they are meeting requirements of the academic plan, then they no longer are considered on probation.

If it is determined that the student does not have enough time left in the student's program to regain compliance with SAP before the completion of the student's program, the student is no longer eligible for financial aid. The student may be able to appeal this decision – see Appeal Process.

8. Reestablishing Financial Aid Eligibility
A student will reestablish financial aid eligibility if he/she prevails upon appeal, or at such time he/she regains SAP by meeting the defined standards. Student will be charged a reduced fee of 50% of the original tuition for any courses repeated due to course failure. Repeated courses are not financial aid eligibile. During this period student must continue to work on meeting SAP requirements to restore future financial aid eligibility.

ATTENDANCE POLICY
CAAN Academy believes that attendance is essential to the successful completion of the PN program. Therefore, students are expected to attend and be on time for all scheduled classes which include lecture, laboratory and clinical experiences. No more than *three (3)* unexcused absences will be allowed per 15 week courses (includes lecture, laboratory and clinical sessions). More than (3) unexcused absences in a 15 week course may result in dismissal from the program. No more than (1) unexcused absences will be allowed per 5/4 week courses (includes lecture, laboratory and clinical sessions). More than (1) unexcused absence in a 5/4 week courses may result in dismissal from the program. In 15, 5, or 4 week courses only one (1) absence is the