


Policy: EDU - 0510 – Satisfactory Academic Progress Policy

 Education Department	Policy Number: EDU - 0510
	Policy: Satisfactory Academic Progress
	Effective Date: 3/11/2018
	Revision Date: 10/28/2022cm
	Regulation Reference(s): <i>ACCET Standards VIII-C</i> , 34 C.F.R. §§ 668.16(e), 34 C.F.R. §§ 668.34

Policy:

The policy defining, educating, monitoring, and warning student of their academic progress, as defined by Satisfactory Academic Progress, in adherence to our accrediting standards of ACCET and the U.S. Department of Education Code of Federal Regulations for Post-Secondary Title IV, HEA programs, along with U.S. Department of Veteran Affairs.

Satisfactory Academic Progress is defined by student academic progress, based upon two key components: (1) Student's cumulative grade point average (cGPA), and (2) Student's completion rate (pace), as stated in our catalog that is available to the students before they start with Hawaii Medical College.

- **Qualitative measurement** is the cumulative Grade Point Average and is Calculated by converting each letter grade earned in each class multiplied by the total credit hours of class completed into a grade point. (As stated in our catalog). Then add all the grade points and then divide the credit hour attempted (the credit hours of each class). ***The student cGPA must be a 2.0 or better.***
- **Quantitative measurement** is the student's completion rate and is calculated by adding all the class credit hours attempted (defined by classes with final grades of W, WF, A, B, C, F) divided by the total credit hours of completed classes with a final grade of C or better. ***The student completion rate must be a 66.7% (0.667) or better.***
 - Ex: A student who is scheduled for 12 credits during a 10-week term must successfully earn a minimum of 8 credits (75% completion rate).
- Maximum Time Frame for attempting credit in all programs for all students is less than 150% of published program length, which are measures in credit hours. Students who are unable to complete the program within 150% of the scheduled credits will be academically dismissed from Hawaii Medical College. (*see Withdrawal from School Policy*)

For monitoring and evaluation of Student Academic Progress (SAP), it is defined as a financial aid payment period/evaluation period, *term*, which is every 10-weeks and consists of two modules and starts with an “A” module and end with a “B” module.

When either components/measurements are not met, statuses of Financial Aid Warning and Financial Aid Probation occurs until the student either meets SAP or are Academically dismissed and cannot reapply for 10-weeks (or two modules, because the student’s financial aid will be suspended).

Financial Aid Warning occurs, after the SAP calculation of cumulative GPA and completion rate, are finalized students will be notified of “SAP not met” and statuses will be changed to “Active Warning,” if the previous module’s status was an “Active” non-SAP status. The student will remain in this status for a full *term* (payment period, 10 weeks)

Financial Aid Probation occurs, if the previous module the status was “Active Warning (Financial Aid Warning),” and the student continues with “SAP not met,” an appeal for financial aid continuance, must be made to explain the possible reason(s) for SAP failure. The student will remain in this status for a full *term* (payment period, 10 weeks). The appeal for continuance of financial aid must have reasons, how has situation changed, term that they will meet SAP, an Academic plan and signatures.

Remain in Financial Aid Probation, if the student is not able to meet SAP after the *term*, but there is an increase in either GPA or Completion rate and will need to fill out an appeal for continuance of financial aid again with all proper documentation as mentioned above.

If the student is not able to either increase GPA or increase completion rate in the evaluation period of 10-weeks, then the student will be Academically Dismissed. (See *Withdrawal from School Policy*)

Probationary Status for VA Beneficiaries (Students)

Students who are receiving VA Benefits are limited to two (2) consecutive terms on probation. If they remain in probationary status for a 3rd consecutive term or longer, their VA benefits will be discontinued until they achieve good academic standing.

If the student has other financial aid funding or cash funding and continues to show progress towards attaining both SAP requirements, then the student submits a financial aid appeal form and Education Support Services develop an updated

academic plan, if it is approved the student will be allowed to remain on Probation status for another term. This process may be repeated as long as the student's class completion does not exceed 150% of the stated credit hours for their program.

If the student does not show any progress towards attaining both SAP requirements, then the student is academically dismissed. Students can re-enroll after 10 weeks upon completion of a mandatory academic review.

Appeal for SAP Dismissal, any student dismissed for failure to maintain satisfactory academic progress, as defined, may appeal for reinstatement by written petition to the Director of Education. Such an appeal must be based upon mitigating circumstances as described below. The appeal may begin five days after dismissal. A response to the appeal will be within five days. If successful student will be re-instated in the next module upcoming.

Re-enrolling students from an Academic Dismissal due to SAP Probation not being met or over 150% maximum attempted credit allowed after 10-weeks or (2 modules has elapsed).

Procedure:

The Administrator for this policy and procedure will be the Director of Education.

Student Academic Progress (SAP) is calculated every 10-week term (ending with a B module) by Education Administrative staff by using indicators of failed classes, Enrolled Not Attending statuses (ENA), and Leave of Absences (LOA), along with SAP Reports from Student Information System – Campus Nexus.

The students are discussed in the faculty meeting as “at-risk” due to attendance deficiencies, grade challenges, failed classes along with students that are coming back from LOA or ENA, to trigger interventions before students are in a SAP Warning status.

If “Active-Currently Attending” students do not meet the Grade Point Average of 2.0 and Completion Rate of 66.67% in the previous term, they will be converted to “Active Warning” and they will be contacted by phone and email documentation will be sent to the student. During the 10-week term the student will be contacted and tracked to offer supportive guidance, interventions and collaboration between student and instructor.

If the previous module the status was “Active Warning (Financial Aid Warning),” and the student continues with “SAP not met,” an appeal for financial aid

continuance, must be made to explain the possible reason(s) for SAP failure. The student will remain in this status for a full term (payment period, 10 weeks)

This appeal for continuance of financial aid must contain:

- Reason for SAP Failure- such as the death of relative, injury or illness of student, etc.
- How has the student's situation changed to allow the student to improve SAP during the next evaluation period (term)?
- Academic plan that outlines the *term* when the student will, "meet SAP."
- The student will sign and initial the documentation to show understanding that the result of non-adherence to the academic plan, will be academic dismissal and minimally 10-weeks of financial aid suspension.

Remain in Financial Aid Probation, if the student is not able to meet SAP after the *term*, but there is an increase in either:

- Qualitative measurement, increase in cumulative GPA from previous *term* or,
- Quantitative measurement, increase in completion rate from the previous *term*.

The student will fill out another continuance of financial aid appeal and follow the same steps of the previous term of Financial Aid Probation, with an updated Academic Plan and signed documentation. Students will await the final determination of the appeal via communication with the Academic Liaison. This process may be repeated if the student's program completion does not exceed 150% of the stated credit hours.

If the student is not able to either increase GPA or increase completion rate in the evaluation period of 10-weeks, then the student will be Academically Dismissed. The student will be notified verbally if a student is available and via Campus Nexus generated email for documentation in their student file.

When a **dismissal** occurs based on poor academic performance and our policies in accordance with Satisfactory Academic Progress, students are given an opportunity to appeal that decision. The following describes how such an appeal shall be operationalized.

First, a "Petition to Appeal Dismissal" must be routed to student once the student expresses an intent to appeal a dismissal. The student must complete and return that form to formally request an appeal. That form must be received within 5 days of the dismissal. If no form is received, then the committee will assume that the student changed their mind and no longer wishes to pursue the appeal.

The appeal will formally start on the 5th day after the dismissal with a phone call and a follow-up email from the Academic Liaison. This phone call and email shall be used to confirm receipt of the "Petition to Appeal Dismissal" and to request any additional documentation required for a decision to be made by the reviewing committee. Finally, this interaction's final purpose will be to schedule a follow-up conference within 7 calendar days. Appeals will be completed in 14 days of their formal opening. The follow-up conference (virtual or otherwise) will provide the Academic Liaison and the petitioning student a chance to further discuss the progress of the appeal, including any clarifying questions or request for any additional documentation that may be of increasing importance as the appeal develops. This may include a review of some of the documentation collected by the school or supplied by the student.

If the student does not participate in this scheduled meeting, then the appeal will be considered as incomplete and rejected. If the student has provided all the documentation and there is a clear administrative reason to accept the appeal, then -after review by the committee- the appeal may be accepted. Finally, if the conditions of the case are complex and require further analysis and investigation, then a follow-up meeting will be scheduled in the following 7 calendar days.

For the final conference (virtual or otherwise), the student must be in attendance. The purpose of that meeting is to clarify any remaining questions amongst the committee such that a decision can be made. This may include an additional set of clarifying questions with the purpose of helping the committee to understand documentation and any mitigating circumstances that may have impacted the petitioning student's academic performance.

If the student does not participate in this scheduled meeting, then the appeal will be considered as incomplete and rejected. At the conclusion of this conference, the final decision to accept or deny the appeal will be made and documented on the "Petition to Appeal Dismissal" form that formally initiated the process.

The decision will be communicated to the student by the Academic Liaison in writing within 5 calendar days of the final conference.

Re-enrolling students from an Academic Dismissal due to SAP Probation not being met or over 150% maximum attempted credit allowed. The steps will be:

- Met minimum wait period of 10 weeks for re-enrollment.
- Perform all the Admission requirements per catalog.
- Must have a successful Academic Review

- Must fill out an SAP Probation Forms – Appeal, SAP probation letter & Academic Plan.
 - If approved the student will be able to continue the process of meeting with Financial Aid. For those over 150% of credits; they will not receive Financial Aid.

References:

ACCET Standards VIII-C – Student Progress

34 C.F.R. §§ 668.16(e) – Standards of administrative capability

34 C.F.R. §§ 668.34 – Satisfactory academic progress

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