

Satisfactory Academic Progress (SAP) Policy

Federal financial aid regulations require all students who receive Title IV federal financial aid (loans) funds to maintain good academic standing (qualitative) and a satisfactory pace (quantitative) in the progress toward their degree. These regulations apply to all coursework including coursework for which the student did not receive financial aid. A student who does not meet Financial Aid Satisfactory Academic Progress standards (FA SAP) may lose financial aid eligibility, but may regain eligibility when the standards are again met, or with an approved appeal as described below. FA SAP determines independently academic satisfactory progress.

FA SAP review is based on two components of a student's academic performance. The first component is qualitative, represented by a student's cumulative grade point average (GPA). The second component is quantitative, and is determined by students' credit completion ratio. The completion ratio is determined by dividing the number of courses completed by the number of courses attempted. FA SAP standards are applied consistently for both full-time and part-time students, and both components of the standard must be met to ensure satisfactory academic progress.

Qualitative Review: GPA

- The College will complete a SAP evaluation at the end of each quarter and at the end of each payment period for all students.
- Grade Point Averages (GPA) is calculated with the College's Learning Management System using a four point system.
- A cumulative grade point average (GPA) of 2.5 (C+) must be maintained.
- If any student drops below the 2.5 they are required to meet with their instructor or receive academic counseling.
- If any students GPA drop below 2.0 they will be dismissed from the program with the opportunity to appeal for one quarter enrollment to raise their GPA above 2.0.

Qualitative Review Standards: Cumulative GPA

The specific cumulative GPA is 2.5 for required academic counseling.

The specific cumulative GPA is 2.0 for dismissal.

- Transfer credit grades are not counted towards the cumulative GPA. Transfer credits are counted in the quantitative calculation.
- Repeated classes are eligible for financial aid and are counted in both qualitative and quantitative calculations.
- Grade point values which determine the GPA are found on acupuncture.edu. The cumulative GPA is maintained by Amy Benish, Registrar.
- A grade of I (incomplete) or W (withdrawal) is not counted in the student's cumulative GPA, but the credits for these classes are counted as attempted in the quantitative FA SAP calculations.
- Academic probation or dismissal status is determined separately from FA SAP status.

Quantitative Review Standards: Percentage of Completed Attempted Credits

Two Thirds Class Completion

Additionally, for students receiving federal financial aid, after one year of attendance and at the end of each additional year thereafter, students who have not passed at least 2/3 of all class hours attempted in their program of study will lose federal financial aid eligibility.

Since most students begin in the fall and attend in the summer, the 2/3 rate will be calculated after the summer quarter each year for all federal financial aid recipients.

Students dismissed or who lose federal financial aid eligibility for unsatisfactory academic progress may petition for reinstatement. The petition should indicate the cause of unsatisfactory academic progress. Individual cases will be reviewed by an academic committee who will make recommendations regarding reinstatement and for federal financial aid eligibility. A course completion ratio of 2/3 of attempted courses meets the quantitative standard.

Missing or Failing an Examination

Students who miss or fail a midterm or final exam must pass a different version of the exam within two weeks of the date of the exam. If, at the end of the quarter, there are any missed or failed exams or assignments or the 80% attendance requirement (including makeup work) has not been successfully completed, the grade of "I", incomplete, will be assigned. If any elements remain uncompleted at the second week of the next quarter the incomplete "I" will become an "F" and the class must be repeated.

The maximum grade for all unexcused makeup or retake exams, either midterms or finals, is 70%. There is no restriction on grades for excused makeup work. Enrolled students who fail to pass the class with a score of 70% or higher after the retake will receive a failing grade of "D" or "F" which will be included in the GPA. Students with a failing grade after the retake must repeat the course.

Withdrawal or Incomplete Grades

Students may give notification of withdrawal from a class prior to the final examination to receive a "W". A "W" or "I" is not considered for credit, or calculated in the grade point average, but is considered in the rate of completion calculation. Later withdrawals initially receive a grade of "I" which is not considered for credit or in the grade point average but is considered in the rate of completion calculation. A grade of "I" that is not replaced by a passing grade in a by the second week of the next quarter will be converted to a grade of "F".

The sequence of events when a student's GPA drops below a 2.5 is as follows:

- When a student's GPA drops below a GPA of 2.5 a warning notice is sent by email to the student's official College email that the student needs to contact the Registrar or a Campus Director to discuss their academic progress.
- During this phone or in-person meeting an academic plan is discussed and tutoring is scheduled using the past summative examination results within the Examssoft test platform.
- During the quarters where the student has dropped below a GPA of 2.5, the Dean of Students will monitor the student progress of the student and act as an academic coach to help the student increase their GPA.

- A cumulative GPA of less than 2.0 will result in a letter of dismissal, with the opportunity to petition to appeal dismissal with one quarter of probation.
- Students dismissed or who lose federal financial aid eligibility for unsatisfactory academic progress may petition for reinstatement. The petition should indicate the cause of unsatisfactory academic progress. Individual cases will be reviewed by an academic committee who will make recommendations regarding reinstatement and for federal financial aid eligibility.
- If the student fails to raise their GPA above 2.0 the dismissal will be final.