

SATISFACTORY ACADEMIC PROGRESS (SAP) POLICY

POLICY

To receive Title IV Federal Financial Aid at Watts College of Nursing, students must be in good academic standing, to be maintained at all times during the program. Satisfactory Academic Progress (SAP) is evaluated to ensure student complete their degree in a timely manner and the minimum requirements must be met to receive Federal Financial Aid.

Satisfactory Academic Progress is measured at the end of each semester by the following:

1. Cumulative Grade Point Average (GPA)
2. Pace – successful completion of a percentage of all attempted courses
3. Maximum timeframe allowed to complete the program

1. Cumulative Grade Point Average

Cumulative Grade Point Average (GPA) – (Qualitative Measure). If students fail to maintain a cumulative grade point average of 2.0 will be out of SAP compliance.

2. Pace

Pace is the successful completion of a percentage of all attempted courses – (Quantitative Measure). Students must successfully complete two-thirds (67%) of all attempted credits (cumulative). Failure to complete 67% will result in being out of SAP compliance. Transfer General Education courses and Watts College of Nursing courses both count towards pace. Transfer General Education course credits with satisfactory grades are those for which a grade of A+/-, B+/-, C+ and C, are acceptable for pace attempt and completion. Except for non-credit remedial courses. Any Watts College of Nursing course for which a student receives a grade counts as attempted, but only grades of A, B+,B, C+, or C count as attempted and successfully completed. All other grades, D+, D, F, I, W, count as attempted but not successfully completed.

Students who withdraw from a course or receive a course failure may repeat the course only once. A maximum of two courses may be repeated.

Courses dropped during Add/Drop (second Friday of the semester) period do not count towards pace or added to a student's transcript.

3. Maximum Timeframe

In order to continue to receive financial aid, a student must complete his or her program of study before 150% of the credits required to graduate have been attempted. Since 120 total credits (60 transfer education credits, 60 Watts College credits) are required to graduate, this makes the 150% point at 180 credits. Attempted credits from all enrollment periods plus all accepted transfer credits are counted. All terms of enrollment (including full-time and part-time) are included whether or not the student received financial aid and regardless of the age of the coursework. A student becomes ineligible for aid when it becomes mathematically impossible for them to complete the program within the 150% timeframe and they must submit an appeal to The Watts College of Nursing SAP appeals committee with an appeal form and academic plan.

Satisfactory Academic Progress Review

Satisfactory Academic Progress will be reviewed at the end of each semester. A student who fails to meet any of the standards described above will be placed on financial aid warning for the next semester, if the student does not meet SAP after the warning semester they will not be eligible for any Title IV financial aid, but may appeal to the Watts College SAP appeals committee. If the appeal is approved the student will be placed on probation or academic plan moving forward.

Appeal Process

A student who becomes ineligible for Title IV assistance should appeal the determination if they believe there were extraordinary circumstances that prohibited them from meeting SAP guidelines. This appeal needs to be submitted three weeks prior to the next academic semester. A letter of appeal outlining the basis on which they are appealing the termination of federal student aid should be submitted by the student either in writing or via email directly to the Associate Executive of Business who will forward all information to the Watts College of Nursing SAP appeals committee. Students may also submit other documentation that supports their appeal from medical professionals, counselors, or other third party professionals (non-family members) who understand the details of the situation. Students should also include an explanation of what has changed in their situation that will allow them to demonstrate satisfactory academic progress at the next evaluation.

The appeal will be reviewed by The Watts College of Nursing SAP appeals committee who will review the student's academic progress in light of any extenuating circumstances and make a determination regarding whether the student's federal Title IV aid eligibility can be reinstated. The decision will be documented in the student's financial aid record and student will be sent notification through their Duke email account.

Financial Aid Probation and Academic Plan

If the appeal decision is to reinstate the student's eligibility for Title IV funds, the student may be placed on probation for one term on the condition that the student is required to achieve minimum SAP standards at the end of the probationary semester. If mathematically impossible to achieve the minimum SAP standards by the end of the probationary period but possible for the student to meet all SAP guidelines prior to their scheduled graduation date, the institution may place the student on an academic plan instead of probation. The Associate Executive of Academics will develop an academic plan that, if followed by the student, will ensure that the student is able to meet the university's academic progress standards prior to the student's scheduled graduation date and allow them to continue to receive federal financial aid funds. The student may continue to receive Title IV aid during the probationary/academic plan term. If the student has not met satisfactory academic progress standards by the end of the probationary term, or if the conditions of the academic plan are not met each semester, the student will become ineligible for further Title IV aid and will have to work to re-establish financial aid eligibility.

Incompletes, Withdrawals, Noncredit Remedial Courses, Transfer Credits and Grade Changes

Courses with grades of (I)Incomplete or (W)Withdrawn will be counted as courses attempted but not completed. Noncredit remedial courses will be counted as neither courses attempted nor completed. Credits transferred from another institution shall be counted as both attempted and completed. If a student has a grade change during a given semester and is on Financial Aid Warning due to not meeting SAP can request a SAP re-evaluation.

Repeated Courses

All Watts College of Nursing courses are given credit with an earned grade of C or better. A course grade of D or F may be repeated only once as approved by administration with a maximum of only two courses may be repeated to remain in the program. The grade earned in the repeated course as well as the grade earned originally appear on the transcript; both grades count in the grade point average, but the credit for only one counts toward the required number of credits for continuation and completion of the 60 credit program required for graduation and SAP pace requirement.

Loss of Financial Aid Eligibility

A student becomes ineligible for all federal student aid funds if Watts College of Nursing SAP review indicates he or she does not meet the required GPA, is not maintaining the required pace, has exceeded or is expected to exceed the permitted maximum time frame after exhausting the financial aid warning semester and has been unsuccessful in the SAP appeals process.

Communication of Status

Students will be notified via their Duke email account after the end of each semester if their financial aid status relating to SAP is unsatisfactory and they will be placed on financial warning or they have consequently lost eligibility to receive Title IV aid after not meeting SAP after financial aid warning semester. The process for appeal will be included in the email when

notifying students that their SAP status is unsatisfactory after the financial aid warning semester grades post and student is still not meeting SAP.

After submitting a SAP appeal, students will be notified of the outcome within 10 business days via their Duke e-mail account. If the appeal is approved, we will communicate directly with the student whether they have been placed in a probationary status or academic plan status along with the associated consequences and requirements. If the appeal is denied, we will communicate this to the student as well including the reason why the appeal could not be approved.

Regaining Financial Aid Eligibility

As a result of not meeting SAP requirements, a student who was previously eligible for Federal Student Aid may wish to reestablish financial aid eligibility while continuing their program on a self-funding basis.

A student receiving Federal financial aid who loses financial aid eligibility may continue to attend the program subject to meeting the general satisfactory academic progress policy, but during a period without financial aid, the student will be responsible for all expenses associated with attending the program.

A student wishing to re-establish financial aid eligibility must agree to meet the requirements of a provided academic plan and fulfill that plan. The student may regain eligibility by securing a cumulative grade point average of 2.0 and/or resolving other SAP requirements by completing courses with satisfactory grades in a defined time period. The student may then be approved to receive aid for the aid period after re-establishing eligibility.

SAP Definitions

SAP Compliant:

Student is meeting all three requirements of SAP: Cumulative Grade-Point Average, Pace and Maximum Timeframe

Financial Aid Warning:

Financial Aid Warning status is assigned to a student who fails to meet one or more of the SAP measures at the conclusion of a payment period (semester). Students placed on Financial Aid Warning will be notified by email. The student may continue to receive financial aid for one subsequent payment period (semester) under this status despite the determination that the student is not making SAP. Students who do not enroll during the period in which the Financial Aid Warning period was assigned will forfeit that status.

Financial Aid Probation:

Financial Aid Probation status is assigned to a student who fails to make SAP (following Financial Aid Warning status) and who has successfully appealed. A student who is placed on Financial Aid Probation may receive financial aid for one subsequent payment period. A student assigned a Financial Aid Probation status will be placed on a Financial Aid Academic Plan. A

student assigned a Financial Aid Probation status must sign a probation agreement each time they are placed on probation after a successful appeal. At the conclusion of the SAP Academic Probation payment period, the student must either meet the SAP standards or fulfill the requirements specified in the Financial Aid Academic Plan.