

**SAINT ANTHONY COLLEGE OF NURSING - ROCKFORD, ILLINOIS**

**POLICY #390**

**TITLE: STANDARDS OF ACADEMIC PROGRESS FOR UNDERGRADUATE STUDENTS RECEIVING FINANCIAL AID**

This policy is to ensure compliance with Title 34, Section 668.34, Department of Education Federal Regulations. At the end of each semester, all students receiving monies from any U.S. Department of Education Title IV program or the ISAC Monetary Award Program are reviewed to certify they have met the minimum Standards of Academic Progress (SAP).

Hours attempted are defined as the total credit hours in which a student is enrolled on the first day of any semester. Grades of W, WP, and W-F will be included in the calculation as hours attempted when measuring satisfactory academic progress. All hours taken at Saint Anthony College of Nursing (SACN), including summer hours, regardless of financial aid status at that time, are included in this calculation. Pace is calculated by dividing cumulative hours completed by cumulative hours attempted. The 64 credits of required pre-nursing and general education courses taken prior to final acceptance to the BSN program are not included in the SAP calculation.

**FINANCIAL AID WARNING:**

A student will be placed on SAP Warning if the student fails to earn at least a "C" in all courses taken to meet SACN graduation requirements.

Student may continue to receive U.S. Department of Education Title IV assistance for one semester (one time only). No appeal or other action is required.

**FINANCIAL AID SUSPENSION/PROBATION:**

A student's federal and state financial aid will be suspended if the student:

1. Fails to progress toward their degree at a minimum pace of 67%.
2. Fails to complete the degree after attempting 50% more credits at SACN than are required for the degree.

Student may appeal suspension of financial aid to the Financial Aid Committee. (The decision of the Financial Aid Committee is final).

**Appeal Process:** The student will be notified by certified mail that his/her financial aid has been suspended. If a student wishes to appeal, the student may write a letter of appeal. The appeal letter must be received by the Financial Aid Office within one week of the date on the Financial Aid Suspension letter. The appeal letter must include: why the student failed to make SAP and what has changed that will allow the student to make SAP at the next evaluation. If approved, the student will be placed on Financial Aid Probation. The student will have one semester to re-establish their SAP requirements. The Financial Aid Committee may allow for an extended time period if the academic plan necessitates it.

Letters can be mailed/delivered to the Financial Aid Office, 5658 East State Street, Rockford IL 61108-2468.