

## **Satisfactory Academic Progress**

HEMSPN measures Academic Progress for each student by monitoring both academic performance and maximum time for completion. In order to be considered in compliance with the SAP policy, a student must maintain a cumulative GPA of 80% or better and complete the program within 150% of the length of the program.

### **Academic Performance**

Academic performance is reviewed at the end of each payment period. Students must maintain a cumulative grade point average of 80% or better, or he/she will be placed on academic warning until the end of the next regularly scheduled payment period. The cumulative average is based upon all academic activity from the first day of class through the end of each evaluation period (see below). Students also receive clinical objectives at the beginning of each clinical rotation. To continue in and satisfactorily progress through the program, the student must be able to meet those objectives satisfactorily by fully participating in all clinical learning experiences as scheduled by faculty. Students receive progress reports at the midpoint and a final evaluation at the end of each clinical rotation. If a student does not satisfactorily meet 100% of the designated course, or clinical objectives or receives an unsatisfactory clinical evaluation, the student is dismissed from the program regardless of theory grades

### **Attendance Performance**

The HEMSPN attendance policy underlines the personal and professional responsibility that the student has to pursue their education by taking full advantage of all scheduled learning experiences. Therefore, attendance during the program is carefully monitored and students are expected to attend each program hour. In general, the student must maintain attendance in order to complete the program within 150% of the time frame. The student is permitted excused absences for unexpected or necessary events but assumes responsibility for missed learning experiences. However, a clinical learning experience absence will still count toward the total limit. Attendance is monitored closely by the Financial Aid office to ensure eligibility of financial aid. Absenteeism adversely affects student funding.

To successfully progress through the program, the student is required to meet all course and clinical learning objectives. Excessive absenteeism will jeopardize the student's successful achievement of these objectives. If these course/clinical objectives are not met, the student will be dismissed from the program. In addition, no student shall miss more than five (5) scheduled clinical experiences within the 44 weeks of the program and fulfill the attendance requirements; six (6) or more missed clinical experiences results in a dismissal from the program. This attendance policy does not preclude the amount of time necessary to adequately determine if the student has met clinical learning objectives. For example, should a student miss four clinical days in six day rotation, two days will not give the student adequate time to demonstrate meeting the learning objectives of that clinical rotation.

### **Maximum Time for Completion**

Students will have a maximum of 150% of the normally allotted scheduled time to complete the program. The program is scheduled for 44 weeks and students will have 66 weeks to complete the program. Maximum Time Frame is measured in calendar time and students must successfully complete 67% of the 450 hours scheduled over 15 weeks of training. All periods of enrollment will be included in the maximum time frame. If it is determined that a student will not be able to complete the program within the maximum timeframe, the student will no longer be eligible for Title IV funds. Evaluation periods are as follows:

<u>Weeks</u>	<u>Minimum Required Hours</u>	<u>Pay Period</u>
13	302	450
30	603	900
45	903	1350
60	1204	1800
66	1400	2100

### **Academic Warning**

If the student does not have a cumulative grade point average (GPA) of 80% or better, and meet the attendance requirements at the end of each evaluation period, the student will be placed on financial aid warning until the next regularly scheduled evaluation period. Financial aid will be disbursed to a student in warning status the first period. Successive warning periods are not allowed and financial aid will be terminated if the student is not in satisfactory progress at the end of the warning period as described above.

### **Probation**

If the student fails to meet the requirements for satisfactory academic progress at the end of the warning period, the student will lose eligibility for Title IV funds. **A student must submit a written appeal for financial aid probation.** The student will be allowed to appeal the suspension of Title IV funds. The Director of Education will review the student's appeal for probation. If the appeal is successful, the student will be placed on probation and given an academic plan to come into compliance with satisfactory academic standards by the end of the next payment period. The student will remain eligible for financial during the probationary period. If the student is not in compliance with the academic/attendance standards or the academic plan at the end of the probationary period, the student's financial aid will be terminated and the student may be subject to dismissal from the school.

The Director will inform the student by letter of her/his probation/suspension status and/or dismissal from the school

### **Appeal Policy**

Students terminated due to the inability to meet satisfactory progress requirements may appeal this decision to the Director by indicating in writing the reasons why the minimum requirements were not met. The appeal should describe in detail, with documentation, any undue hardship or circumstance, which may have caused the failure to meet the satisfactory academic progress, and/or attendance standards. The student must also indicate what has changed that will allow the student to meet the standards of progress at the end of the next evaluation period. The Director will review the appeal and determine whether or not the termination should be upheld. The student will be advised, in writing, of the department's decision.

### **Reinstatement**

Financial aid awards for students who are reinstated through the Appeal Process will be reinstated for the payment period in which the appeal is applicable.