Satisfactory Academic Progress Policy

INTRODUCTION AND PURPOSE
Satisfactory Academic Progress ("SAP") ensures students are able to complete their academic program in a timely manner while achieving and maintaining compliance with minimum academic standards. Federal regulations mandate that all students are required to conform to SAP standards as they work towards a degree in order for them to qualify to receive financial assistance through all Rosalind Franklin University Eligible Title IV Federal Financial Aid programs. Complying with the Rosalind Franklin University SAP policy ensures students complete their academic program in a timely manner while achieving and maintaining compliance with minimum academic standards.

SCOPE AND APPLICABILITY
This SAP policy applies to all Rosalind Franklin University students including Graduates and Professional students. These standards are for Title IV Federal Financial Aid purposes only and neither replaces nor override academic policies outlined by Rosalind Franklin University, other state or Federal benefit programs or individual program requirements. However, these standards are intended to be at least as rigorous as Rosalind Franklin University academic policies.

POLICY STATEMENTS

I. STANDARDS OF SATISFACTORY ACADEMIC PROGRESS
SAP standards (Academic Standing, Pace, and Maximum Time Frame, from now on collectively referred to as "Standards") consist of quantitative and qualitative measurements that are determinants of SAP. The qualitative measurement evaluates the quality (i.e. GPA and Academic Standing) of the students' academic work. The quantitative measurement evaluates the Pace by which students are working toward the completion of their program and the Maximum Time Frame required to complete their program.

A. CGPA and Academic Standing (Qualitative): All students must maintain a minimum cumulative grade point average ("CGPA") or comparable norm. Students can be neither dismissed nor suspended from their academic program, as determined by their program’s specific academic standards policy. All students are also required to achieve a CGPA or comparable norm that is consistent with their program requirement for graduation.

B. Pace (Quantitative): Students must be on target to complete their academic program within the set time frame, which is measured by the Pace at which they complete their required coursework. All students must maintain a minimum Pace required for their program. To determine if a student is meeting this standard, total cumulative earned credit hours at Rosalind Franklin University plus accepted transfer credit hours are divided by the total cumulative attempted credit hours, including accepted transfer credits. A student must successfully complete the
designated cumulative minimum percentage of all attempted credit hours at the point of SAP evaluation as determined by the calculation above.

C. **Maximum Time Frame (Quantitative):** All students are expected to finish their degree or certificate program within a maximum time frame, no longer than 150% of the published length of their program as provided in the Appendices.

II. **ADDITIONAL CONSTRAINT ON FINANCIAL AID ELIGIBILITY**
Students who have completed the academic requirements for a program but do not yet have the certificate or degree are not eligible for Federal Financial Aid funds for that program of study.

III. **SAP EVALUATION**

A. **Academic Year:** The academic year at RFU consists of summer, fall, winter and spring, payment periods/quarters. Summer begins the academic year and spring concludes it.

B. **Frequency and Timing:** Rosalind Franklin University evaluates all students’ academic progress quarterly or annually. As grades are posted, the Office of Financial Aid will review the academic records of all students who are receiving Federal Financial Aid funds to determine if they are meeting the Standards. This review will be performed for all students who were enrolled at Rosalind Franklin University for the previous academic year. Students returning from administrative leave may follow the appeal policy if consideration for financial aid is desired. All periods of enrollment at RFU will be included in the measurement of satisfactory academic progress. Terms in which the student enrolled but did not receive financial aid are also included in the measurement.

C. **Evaluation:** The Office of Financial Aid will perform an annual or quarterly review of each student’s progress to ensure that students are meeting each of the Standards. If it is determined that the student is not compliant with any of the Standards, the student becomes ineligible to receive Federal Financial Aid and Financial Aid eligibility will be suspended.

D. **Leaves of Absence:** Leaves of Absence will not be included within timeframe or satisfactory academic progress.

IV. **SAP NOTIFICATION**
A student not meeting the Standards will be notified in writing after all grades have been posted for their program of study. The notification will include an explanation of the Standards evaluated and instructions on how to proceed. Written notification will be sent electronically via their Rosalind Franklin University email account and/or mail via the last known mailing address according to the Registrar’s records.

A. **Financial Aid Warning:** Financial aid eligibility will be reinstated for one quarter. No SAP appeal is necessary. During the warning quarter, students are expected to improve their academic standing and degree progress, to meet standards of SAP at the end of the quarter. Students, who fail to achieve SAP at the end of the quarter, will be denied financial aid beginning the following quarter.
quarter. A SAP Appeal to request financial aid consideration will be required at that time. Additional time will be granted in situations where grades are not sufficient to indicate improvement within a single quarter.

B. **Financial Aid Suspension:** Students, who do not meet the Standards at the time of the quarterly/annual evaluation, will be ineligible to receive Federal Financial Aid funds for the subsequent quarter (unless they submit an appeal and are placed on financial aid probation). Financial aid is suspended for a student who fails to meet the standards of SAP and:

1. has not submitted an appeal of their status or has had their appeal rejected by the appropriate review committee;
2. fails to regain eligibility by meeting the minimum Standards after a successful appeal and completion of the probationary period; or
3. has not fulfilled the requirements set forth in their Academic Plan.
4. students with financial aid eligibility suspended may either:
   a) remediate any of the Standards that are non-compliant while not receiving federal, institutional or need-based financial aid, or
   b) submit a SAP appeal.

If at any time during a non-review period, a student who has been suspended from Financial Aid eligibility has remediated any of the Standards that are non-compliant (e.g., due to a late grade change or completing an incomplete course), that student must contact the Office of Financial Aid to request a review of their academic record and reinstatement of their financial aid eligibility. It should NOT be assumed that reinstatement is automatic.

Unless academically dismissed, students may be permitted to enroll at Rosalind Franklin University while financial aid is suspended. Students denied Federal Financial Aid may continue attending Rosalind Franklin University by funding their education themselves. It is the student’s responsibility to monitor his or her academic progress and to be aware of their program requirements and SAP standards.

C. **Financial Aid Probation:** Financial Aid Probation is a status assigned to any annually reviewed student who fails to meet the Standards and has successfully appealed their Financial Aid Suspension. If placed on Financial Aid Probation, students will be required to follow an approved Academic Plan in order to receive Federal Financial Aid for one quarter/term and have their progress be evaluated at the end of the quarter/term.

D. **Discretionary Review of SAP in Non-Annual Review Periods:** The Offices of Financial Aid and the Registrar may, at their discretion, conduct SAP assessments at any time throughout the academic year. If upon performing the analysis the financial aid or registrar staff identifies that a student may be at risk
of failing to meet all Standards, the identified student(s) may be sent a courtesy notification via their Rosalind Franklin University email address.

V. **APPEAL PROCESS**
Students who become ineligible to receive Federal Financial Aid for failure to meet the Standards and have been notified of the Financial Aid Suspension have the right to make a written appeal to the appropriate Committee. Students who appeal must demonstrate that they are able to meet both the qualitative and quantitative requirements of this policy.

VI. **EFFECT OF WITHDRAWALS, TENTATIVE GRADES, REMEDIATION, AND TRANSFER CREDITS**

A. **Withdrawal (W):** Students are given a "W" (Withdrawal) when they officially withdraw from a course. The course will only appear on the transcript if the students withdraw after the end of the add/drop period as per the university’s academic calendar. A "W" grade is **not** calculated into the GPA, attempted credits or earned credits, when dropped on or before the add/drop period. After the add/drop period, a "W" grade is calculated into the attempted credits, but not calculated into GPA or earned credits. Withdrawn courses recorded on the student’s permanent academic transcript are included in the Pace and maximum Time Frame calculations as attempted but not satisfactorily completed credits.

B. **Incompletes (IN):** Courses that are assigned an "incomplete" grade are included in the attempted credits but not earned credit hours for Pace and maximum Time Frame measures. They are entered as attempted but not satisfactorily completed credits and are not included in the minimum CGPA. Students’ status may change once a final grade is recorded. It is the responsibility of the student to notify the Financial Aid Office when a grade has been entered as final.

C. **Pass/Fail (P/F):** All credits for Pass/Fail course attempts will be counted as attempted credits. Only P grades will count as satisfactorily completed credit hours in the quantitative measures.

D. **Remediation (NR):** In certain situations, for academic purposes, students may be permitted to retake courses in which the student received a failing grade or its equivalent which is dependent on the academic requirements of the program in which the student is enrolled.

E. **Transfer Credits (TR):** For purposes of financial aid, only transfer credit hours officially accepted for the student’s program of study will be automatically counted in the attempted and successfully completed credit hours toward the quantitative (Pace of completion) and maximum Time Frame. Various programs of Rosalind Franklin University may have different standards and requirements regarding acceptability of transfer credits and calculations will be based on the program in which the student is enrolled.
PROCEDURES

Chicago Medical School SAP Requirements

<table>
<thead>
<tr>
<th>REQUIRED MINIMUM CGPA</th>
<th>MAXIMUM TIME FRAME</th>
<th>PACE REQUIRED</th>
<th>SAP MONITORED</th>
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<tbody>
<tr>
<td>see Qualitative standards statement</td>
<td>6</td>
<td>66.667%</td>
<td>Annually</td>
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I. CHICAGO MEDICAL SCHOOL QUALITATIVE STANDARDS STATEMENT
Chicago Medical School does not measure academic progress by means of a cumulative grade point average. Students are required to complete required courses with a "P" passing grade (or the equivalent) or better. Therefore, grade performance as a measure of satisfactory academic progress must be reviewed annually in the context of each course for which a student is registered. Addendum: In lieu of GPA, SEPAC guidelines will supersede.

II. USMLE AND ACADEMIC PROGRESS

A. A student must satisfactorily complete the USMLE Step 1 within two attempts. Students will not be promoted to third year without having attempted USMLE Step 1.

III. SPECIFIC GRADES’ IMPACT ON PACE

A. Incomplete grades count in attempted but not earned (count against a student's Pace / Completion %)

B. W grades count in attempted but not earned (count against a student's Pace / Completion %)

C. For CMS, a P grade counts as attempted and earned; an F grade counts as attempted but not earned.

IV. REPEAT OF INDIVIDUAL COURSE OR CLERKSHIP

A. Courses retaken due to a failing grade or its equivalent are counted as attempted each time they are taken. Once the course is repeated and passed, the initial failing grade is excluded from consideration in the qualitative measure of SAP.

V. REPEAT OF ENTIRE YEAR

A. Students who failed a course(s) and are required to repeat either an entire year of coursework or a partial curriculum, which may include successfully completed courses, will be eligible for federal loans for the repeat of the required academic
year. Funding will be provided only once for the repeat of the same academic year.

**College of Pharmacy SAP Requirements**

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<tr>
<th>REQUIRED MINIMUM CGPA</th>
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I. **COLLEGE OF PHARMACY QUALITATIVE STANDARDS STATEMENT**

The College of Pharmacy does not measure academic progress by means of a cumulative grade point average. Grade performance as a measure of satisfactory academic progress must be reviewed annually in the context of each course for which a student is registered.

II. **SPECIFIC GRADES’ IMPACT ON PACE**

A. Incomplete grades count in attempted but not earned (count against a student's Pace / Completion %)

B. W grades count in attempted but not earned (count against a student's Pace / Completion %)

C. For COP, a P grade counts as attempted and earned; an F grade counts as attempted but not earned.

III. **REPEAT OF INDIVIDUAL COURSE**

A. Courses retaken due to a failing grade or its equivalent are counted as attempted each time they are taken. Once the course is repeated and passed, the initial failing grade is excluded from consideration in the qualitative measure of SAP.

IV. **REPEAT OF ENTIRE YEAR**

A. Students who failed a course(s) and are required to repeat either an entire year of coursework or a partial curriculum, which may include successfully completed courses, will be eligible for federal loans for the repeat of the required academic year. Funding will be provided only once for the repeat of the same academic year.
Dr. William M. Scholl College of Podiatric Medicine SAP Requirements

<table>
<thead>
<tr>
<th>REQUIRED MINIMUM CGPA</th>
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</table>

I. DR. WILLIAM M. SCHOLL COLLEGE OF PODIATRIC MEDICINE QUALITATIVE STANDARDS STATEMENT

Dr. William M. Scholl College of Podiatric Medicine does not measure academic progress by means of a cumulative grade point average. Grade performance as a measure of satisfactory academic progress must be reviewed annually in the context of each course for which a student is registered.

II. APMLE AND ACADEMIC PROGRESS

A. A student must satisfactorily complete the APMLE

B. Students must take the Part I and Part II examinations on the first date they are offered. Additionally, if the Part II CSPE examination is offered, it must be taken the first date it is offered. Only the Dean may make exceptions to this rule.

C. If a student fails the July offering of Part I they will register for, but not begin their clerkships, however if they fail the October offering of Part I they will not be allowed to begin clerkships, they must take a Leave of Absence until the next July offering of Part I.

D. A student who fails the July and October offerings of Part I will be allowed to complete the capstone clinical experiences including any remediation if necessary.

E. A Leave of Absence to prepare for the Part I examination cannot be longer than one calendar year and the student should consult with Student Financial Services to discuss the financial implications of a Leave of Absence. Students are strongly encouraged to seek additional academic support and consider enrolling in the board review course offered on campus.

F. A student who fails the APMLE Part I for the third time is eligible for dismissal.

III. SPECIFIC GRADES’ IMPACT ON PACE

A. Incomplete grades count in attempted but not earned (count against a student's Pace / Completion %)

B. W grades count in attempted but not earned (count against a student's Pace / Completion %)
C. For SCPM grade counts as attempted and earned; an NC grade counts as attempted but not earned.

D. For SCPM, a P grade counts as attempted and earned; an F grade counts as attempted but not earned.

IV. REPEAT OF INDIVIDUAL COURSE OR CLERKSHIP

A. Courses retaken due to a failing grade or its equivalent are counted as attempted each time they are taken. Once the course is repeated and passed, the initial failing grade is excluded from consideration in the qualitative measure of SAP.

V. REPEAT OF ENTIRE YEAR

A. Students who failed a course(s) and are required to repeat either an entire year of coursework or a partial curriculum of at least half-time status, which may include successfully completed courses, will be eligible for federal loans for the repeat of the required academic year. Funding will be provided only once for the repeat of the same academic year.
School of Graduate and Postdoctoral Studies SAP Requirements

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<th>PACE REQUIRED</th>
<th>SAP MONITORED</th>
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I. SCHOOL OF GRADUATE AND POSTDOCTORAL STUDIES QUALITATIVE STANDARDS STATEMENT

Dr. William M. Scholl College of Podiatric Medicine does not measure academic progress by means of a cumulative grade point average. Grade performance as a measure of satisfactory academic progress must be reviewed annually in the context of each course for which a student is registered.
## College of Health Professions SAP Requirements

<table>
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<tr>
<th>PROGRAM</th>
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<th>MAXIMUM TIME FRAME</th>
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<td>Entry Nursing Practice MS</td>
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### College of Health Professions Online SAP Requirements

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<tr>
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<td>Lifestyle Medicine MS</td>
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<td>Doctor of Nurse Anesthesia Completion</td>
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## College of Health Professions Online Certificate SAP Requirements

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<td>Population Health Strategies CERT</td>
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<tr>
<td>Health Administration CERT</td>
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<td>3.0</td>
<td>4</td>
<td>Quarterly</td>
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RFU Annual SAP Evaluation Process

I. EVALUATION OF SATISFACTORY ACADEMIC PROGRESS
Satisfactory academic progress is monitored at the end of each academic year for the following programs:

A. Allopathic Medicine MD
B. Doctor of Pharmacy PharmD
C. Doctor of Podiatric Medicine DPM
D. Doctor of Nurse Anesthesia DNAP
E. Doctor of Physical Therapy DPT
F. Pathologists’ Assistant MS
G. Physician Assistant MS
H. Psychology PhD
I. Psychology: Clinical Counseling MS
J. School of Graduate and Postdoctoral Studies PhD

II. NOTIFICATION OF SAP STATUS
A. Active students with a FAFSA on file will be notified via their RFU email if they fail to meet SAP standards. If grades are not posted when the SAP evaluation is run, SAP status may be delayed or changed.

B. Students who are not maintaining SAP will lose their eligibility to receive financial aid. As progress is measured annually, there is no warning quarter. If denied aid, students may appeal.

C. Outstanding grades may change or delay SAP status decisions.

D. If a SAP Appeal is submitted and approved, students will be placed on Financial Aid Probation for the payment period (quarter). If the satisfactory progress check after the end of the probationary period is failed, students may only continue to receive their aid if they are meeting the requirements of their academic plan. Students over the maximum time frame for program completion; can only use financial aid to pay for courses required for their degree or eligible program.

E. The financial aid satisfactory academic progress policy is separate from the program/school academic regulations.

III. SAP APPEAL
When students lose their financial aid eligibility for failing to make satisfactory progress,
they may appeal that result based on: injury or illness, the death of a relative, or other extenuating circumstances.

**A. WHEN TO APPEAL**
Students may submit their SAP Appeal and Academic Plan at any time; however, aid cannot be reinstated retroactively for a prior term. Students must submit their plan by the posted dates. If an appeal is not complete within 30 days, it will be denied.

**B. HOW TO APPEAL**

1. The SAP Appeal and Academic Plan form, which includes detailed instructions, can be downloaded from the Office of Student Financial Services Insite page.

2. The SAP appeal must include an explanation statement describing why SAP standards have not been met and how the situation has changed or will change so that the students’ Satisfactory Academic Progress will be met. The SAP appeal must also include an Academic Plan to achieve SAP standards by a specified point in time.

**C. IF THIS IS NOT THE FIRST APPEAL**

1. An explanation statement must include information about what has changed since the student’s last appeal.

2. The student MUST also attach an updated Academic Plan signed by their academic adviser.

3. Students should not assume that a SAP Appeal will be approved. Decisions of SAP Appeals review are final.

**IV. IMPORTANT NOTE ABOUT FINANCIAL AID ELIGIBILITY**

A. If the maximum program timeframe is exceeded, students must be meeting Minimum CGPA or comparable norm (qualitative) and pace requirements, and be enrolled only in courses required for their program and listed on their Academic Plan.

**V. CAUTION**

A. A student who enrolls for classes before the SAP Appeal is approved remains responsible for paying all charges without financial aid.

**VI. IF STUDENT SAP APPEAL IS APPROVED**

A. If the student SAP appeal is approved, the student will be placed on Financial Aid Probation for one quarter/term. If the SAP check after the end of the probationary period is failed, a student may only continue to receive aid if they are meeting the requirements of their academic plan.
VII. **IF STUDENT SAP APPEAL IS DENIED**

   A. If the student SAP appeal is denied, the student will need to use alternate financial resources such as the payment options to attend Rosalind Franklin University until the deficiency is resolved. If a student registers for classes, they are responsible for all charges.

VIII. **ACADEMIC PROBATION POLICY DIFFERENCES**

   A. The Financial Aid Satisfactory Academic Progress Policy standards are separate and distinct from school and college academic policies. The Financial Aid SAP policy only applies to eligibility for financial aid. The SAP policy reviews both Pace and Maximum Time Frame, in addition to Minimum CGPA/comparable norm (qualitative measure), and all attempted credit hours are included in reviewing student eligibility. These policies also have separate appeal procedures.
RFU Quarterly SAP Evaluation Process

I. EVALUATION OF SATISFACTORY ACADEMIC PROGRESS

A. Satisfactory Academic Progress is monitored at the end of each quarter for the following programs:

B. Doctor of Nurse Anesthesia Completion DNAP
C. Biomedical Sciences MS
D. Clinical Nutrition MS
E. Nutrition Education MS
F. Health Administration MS
G. Health Professions Education MS
H. Health Promotion and Wellness MS
I. Interprofessional Healthcare Studies DSc/PhD
J. Transition Doctor of Physical Therapy tDPT
K. All Certificate Programs

II. NOTIFICATION OF SAP STATUS

A. Active students with a FAFSA on file will be notified via their RFU email if they fail to meet SAP standards. If grades are not recorded when the SAP evaluation is run, SAP status may be delayed or changed.

B. Students who are not maintaining SAP will lose their eligibility to receive financial aid. As progress is measured annually, there is no warning quarter. If denied aid, students may appeal.

C. Outstanding grades may change or delay SAP status decisions.

D. If a SAP Appeal is submitted and approved, students will be placed on Financial Aid Probation for the payment period (quarter). If the satisfactory progress check after the end of the probationary period is failed, students may only continue to receive their aid if they are meeting the requirements of their Academic Plan. Students over the maximum time frame for program completion; can only use financial aid to pay for courses required for their degree or eligible program.

E. The Financial Aid Satisfactory Academic Progress Policy is separate from the program/school academic regulations.

III. SAP APPEAL

When students lose their financial aid eligibility for failing to make satisfactory progress,
they may appeal that result based on: injury or illness, the death of a relative, or other extenuating circumstances.

A. WHEN TO APPEAL

1. Students may submit their SAP Appeal and Academic Plan at any time; however, aid cannot be reinstated retroactively for a prior term. Students must submit their plan by the posted dates. If an appeal is not complete within 30 days, it will be denied.

B. HOW TO APPEAL

1. The SAP Appeal and Academic Plan form, which includes detailed instructions, can be downloaded from the Office of Student Financial Services Insite page.

2. The SAP appeal must include an explanation statement describing why SAP standards have not been met and how the situation has changed or will change so that the students’ Satisfactory Academic Progress will be met. The SAP appeal must also include an Academic Plan to achieve SAP standards by a specified point in time.

C. IF THIS IS NOT THE FIRST APPEAL

1. An explanation statement must include information about what has changed since the student’s last appeal.

2. The student MUST also attach a Student Improvement Plan signed by their academic adviser.

3. Students should not assume that a SAP Appeal will be approved. Decisions of SAP Appeals review are final.

IV. IMPORTANT NOTE ABOUT FINANCIAL AID ELIGIBILITY

A. If the maximum program timeframe is exceeded, students must be meeting minimum CGPA or comparable norm (qualitative) and Pace requirements, and be enrolled only in courses required for their program and listed on their Academic Plan.

V. CAUTION

A. A student who enrolls for classes before the SAP Appeal is approved remains responsible for paying all charges without financial aid.

VI. IF STUDENT SAP APPEAL IS APPROVED

A. If the student SAP appeal is approved, the student will be placed on Financial Aid Probation for one quarter/term. If the satisfactory progress check after the end of the probationary period is failed, a student may only continue to receive aid if they are meeting the requirements of their Academic Plan.
VII. IF STUDENT SAP APPEAL IS DENIED

A. If the student SAP appeal is denied, the student will need to use alternate financial resources such as a payment plan to attend Rosalind Franklin University until the deficiency is resolved. If a student registers for classes, they are responsible for all charges.

VIII. ACADEMIC PROBATION POLICY DIFFERENCES

A. The Financial Aid Satisfactory Academic Progress Policy standards are separate and distinct from school and college academic policies. The Financial Aid SAP policy only applies to eligibility for financial aid. The SAP policy reviews both pace and maximum time frame, in addition to CGPA/comparable norm (qualitative measure), and all attempted credit hours are included in reviewing student eligibility. These policies also have separate appeal procedures.

POINTS OF CONTACT

Darryl Jackson – Student Financial Services  
Jon Rhodes – Student Financial Aid  
Jason Celiz – Registrar  

Additional Policies of Interest

SEPAC: CMS SEPAC Handbook · Rosalind Franklin University