



Policy Title: RFUMS Satisfactory Academic Progress
Category: Financial Aid, Services and Literacy
Policy Number: 130.5.2 RFUMS Satisfactory Academic Progress
Sponsor: Dr. Bruce C. Neimeyer - VPSEM
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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.

CANCELLATION.

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 as specified in Appendix A found at the end of this policy and 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 as specified in Appendix A found at the end of this policy. 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 RFUMS 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 specified in Appendix A. 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 RFUMS 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.

IV. **SAP NOTIFICATION**

A student not meeting the Standards will be notified in writing of their Financial Aid Warning or Suspension 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. A SAP Appeal to request financial aid consideration will be required at that time.
- b. **Financial Aid Suspension:** Students, who do not meet the Standards (as indicated in the Appendices) 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:
 - i. has not submitted an appeal of their status or has had their appeal rejected by the appropriate review committee;
 - ii. fails to regain eligibility by meeting the minimum Standards after a successful appeal and completion of the probationary period; or
 - iii. has not fulfilled the requirements set forth in their Academic Plan.

- iv. students with financial aid eligibility suspended may either:
 1. remediate any of the Standards that are non-compliant while not receiving federal, institutional or need-based financial aid, or
 2. 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. Students who meet all Standards or the requirements outlined in their Academic Plan will remain eligible for Federal Financial Aid. Students who fail to meet the Standards or the requirements outlined in their Academic Plan will again be suspended from financial aid eligibility and will be ineligible for Federal Financial Aid going forward.

Only Financial Aid eligible applicants and/recipients will be placed on Financial Aid Probation. Students who successfully appeal their financial aid eligibility and are approved will be placed on Financial Aid Probation for the current or subsequent quarter as requested by the student in the appeal process.

- 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.

Any student for whom a discretionary SAP assessment is performed and risk is identified, an ERP system-flag (not to be confused with Financial Aid suspension or probation) will be placed on the student's account/record to notify the Financial Aid department, the Registrar, and the student's academic advisor that the student is at risk of losing Federal Financial Aid eligibility. Students who receive a courtesy notification letter will continue to have their Federal Financial Aid normally processed by the Office of Financial Aid for the term during which the discretionary review was completed and until they fail to meet the standards of Satisfactory Academic Progress as determined by the annual review period described above.

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 all of the following:

- i. that failure to meet the minimum standard was caused by extreme or unusual circumstances beyond his or her control (documentation must be supplied);
 - ii. that they have resolved the issue(s) that caused the deficit, and;
 - iii. that the issue(s) will not affect their performance in the future.
- a. **Monitoring the Status of An Appeal:** Once an appeal is submitted to the appropriate committee for a decision, that appeal will be heard at that committee's next meeting. All decisions are final. If a decision has not been made by the time tuition is due, it is the student's responsibility to contact the Office of Financial Aid to discuss the alternative payment options.

Below is a listing of the potential appeal statuses that could be determined by the committee:

- i. **In-Progress:** Appeal has been received, but not reviewed.
- ii. **Tabled:** Appeal has been reviewed, but the committee has deferred the appeal until it receive(s) additional information.

- iii. **Approved:** Appeal has been approved and the student has been placed on Financial Aid Probation.
 - iv. **Denied:** Appeal was not approved based on the information that was provided. The student is no longer eligible to receive Federal Financial Aid.
- b. **Limit of appeals:** Students may not initiate an appeal using the same extraordinary and extenuating circumstance three times.
- c. **Regaining Eligibility for Financial Aid through Self-Correction:** Students who are denied Federal Financial Aid on the basis of not meeting the Standards, may regain eligibility by becoming compliant with all of the Standards while studying at their own expense. This is known as self-correction.

It is the student's responsibility to notify the Office of Financial Aid when they have self-corrected their SAP-related issue(s). The Office of Financial Aid will then conduct a review to confirm that the student is meeting all Standards at that point in time.

- d. **Late Grade Posted or Grade Change:** Students whose financial aid eligibility has been suspended or those on Financial Aid Probation who have a grade posted late or changed must notify the Office of Financial Aid to have their SAP re-evaluated. It is the responsibility of the student to notify the Office of Financial Aid of these circumstances. There is no automatic process to remove the Financial Aid Suspension or Probation status for students. If no notice is provided, the student's SAP status will remain unchanged and will be re-evaluated during the next review.
- e. **Program Changes:** Students who switch programs while at Rosalind Franklin University will be evaluated based only on the Standards for the program for which they are *currently active*. Students who are not compliant with any Standards prior to switching programs or based on their new program may be required to submit a SAP appeal form before they are eligible to receive any Federal Financial Aid. Failure to submit an appeal may result in the student not being eligible for Federal Financial Aid. It is the student's responsibility to recognize that a program change may result in a Financial Aid Suspension.
- f. **Multiple Programs:** For students simultaneously pursuing two (or more) graduate or professional degrees, the measurement of their Minimum 67% Pace of Completion *and* Measurement of Quality are still based on their Total Attempted Hours. Their Maximum Total Attempted Hours will be calculated using the degree with the greater number of required hours.

- g. **Academic Plan:** If an appeal is approved, the student will be placed on Financial Aid Probation and given an Academic Plan.

An Academic Plan is a written agreement between the student and the student's adviser that may extend the student's eligibility for Federal Financial Aid for one quarter/term during a designated probationary period. The Academic Plan specifies requirements (i.e., minimum course completion ratio, CGPA, reduced course load or enrolling in specific courses) that the student must meet and exceed each quarter/term to maintain or regain Federal Financial Aid eligibility. A student that does not meet these Standards will again be suspended from Financial aid eligibility and will be ineligible for federal aid in future quarters/terms until the student does meet the standards.

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):** For purposes of financial aid, 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. Each time a course is attempted, it is considered an attempt when calculating the Pace of completion and maximum Time Frame measures, regardless of whether the course is subsequently repeated for a better grade.

Students are only allowed to receive Federal Financial Aid for one repeat of a previously attempted course (for the first time only) in a term-based program, including when the student is retaking a passed class due to failing other associated coursework. Any grade that is higher than an “F”, or its programmatic equivalent, is considered passing for this purpose regardless of the school or program policy/requirements. If after that one allowable repeat, a satisfactory grade is not achieved, the student may *not* be eligible to receive Federal Financial Aid for additional repeats of the same course. Students may not appeal their federal financial aid eligibility if deemed ineligible for this reason.

- 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.

DEFINITIONS.

Satisfactory Academic Progress (SAP): Federal requirement that mandates that institutions monitor a student’s academic progress for the purpose of determining financial aid eligibility. To be in good SAP standing, the student must meet *all* SAP Standards.

SAP Standards: Refers to the standards that students must meet in order to maintain their financial aid eligibility. This includes maintaining compliance with Minimum Cumulative GPA, or comparable qualitative norm, Pace, and Maximum Time Frame requirements.

Cumulative GPA Requirement: The Minimum Cumulative GPA requirement ("CGPA") is the cumulative grade point average that a student must achieve at each SAP evaluation. If a student is enrolled in a program that is more than two academic years, the student must have a CGPA of at

least a "C" or its equivalent, or have academic standing consistent with the institution's requirement for graduation. Please refer to Appendix A for requirements by program.

Pace Requirement: The Pace Requirement is the Pace at which a student must progress through their program calculated by dividing the cumulative number of credit hours the student has successfully completed by the cumulative number of credit hours the student has attempted. Please refer to Appendix A for requirements by program.

Maximum Time Frame Requirement: A period of no more than 150% of the published length of the program. Please refer to Appendix A for requirements by program.

Financial Aid Warning: A status assigned to a student who is failing to make satisfactory academic progress. 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. A SAP Appeal to request financial aid consideration will be required.

Financial Aid Suspension: Financial Aid Suspension refers to a student who fails to meet the SAP standards. These students are ineligible for Federal Financial Aid.

Financial Aid Probation: Financial Aid Probation is a status assigned to any 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.

Financial Aid Courtesy Notification: After a discretionary review in a non-review period, a Financial Aid Courtesy Notification may be sent to students if it has been determined that they are at risk of not making SAP at the SAP evaluation. The student's Federal Financial Aid will not be affected at this point.

Appeal: A student submits an appeal after notification of Financial Aid Suspension to petition the institution (through the appropriate Committee) for reconsideration of their eligibility for Federal Financial Aid when they are not meeting SAP standards. An appeal must explain why the student failed to make SAP and what has changed in the student's situation that will allow the student to make SAP in the future.

Academic Plan: An Academic Plan is a written agreement between the student and the institution that may extend the student's eligibility for Federal Financial Aid for one quarter/term during a designated probationary period.

PROCEDURES.

Appendix A-1
Chicago Medical School SAP Requirements

PROGRAM	REQUIRED MINIMUM CGPA	MAXIMUM TIME FRAME	PACE REQUIRED	SAP MONITORED
MD	see Qualitative standards statement	6	66.667%	Annually

CMS Specific Guidelines:

- ***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.
 - *In order to determine SAP for federal student aid purposes, each course will be assigned a value of 1. To meet satisfactory academic progress, a student must maintain a value of 1 at the end of the academic year. To determine this, we will divide the number of passed courses by the number of attempted courses.*
 - *For example, if a student attempts 8 courses, they have a total point value of 8. If the student passes all eight courses, we divide 8/8 and get 1. If the student fails one course, we divide 7/8 and get .87; the student is placed on FA Suspension, with a chance to appeal and be placed on FA Probation.*
- ***USMLE and academic progress:***
 - *A student must satisfactorily complete the USMLE Step 1 2CS as specified in the SEPAC Guidelines to make satisfactory academic progress. Students will not be promoted to third year without having attempted USMLE Step1. Students must pass USMLE Step 2CK and 2CS as specified in the SEPAC Guidelines to make satisfactory academic progress. If each of these exams is not passed within the approved number of attempts, the student is not making satisfactory academic progress. A student who has not passed Step 2CK and/or 2CS by the expected graduation date but has completed all of the graduation requirements will not be eligible for financial aid.*
- ***Specific grades' impact on Pace:***
 - *Incomplete grades count in attempted but not earned (count against a student's Pace / Completion %)*

- *W grades count in attempted but not earned (count against a student's Pace / Completion %)*
- *For CMS, a P grade counts as attempted and earned; an F grade counts as attempted but not earned.*
- **Repeat of Individual Course or Clerkship:**
 - *Per Rosalind Franklin University SAP policy, 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.*
- **Repeat of Entire Year:**
 - *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.*

Appendix A-2

College of Pharmacy SAP Requirements

PROGRAM	REQUIRED MINIMUM CGPA	MAXIMUM TIME FRAME	PACE REQUIRED	SAP MONITORED
PharmD	see Qualitative standards statement	6	66.667%	Annually

COP Specific Guidelines:

- **College of Pharmacy Qualitative Standards Statement**
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.
 - *In order to determine SAP for federal student aid purposes, each course will be assigned a value of 1. To meet satisfactory academic progress, a student must maintain a value of 1 at the end of the academic year. To determine this, we will divide the number of passed courses by the number of attempted courses.*
 - *For example, if a student attempts 8 courses, they have a total point value of 8. If the student passes all eight courses, we divide 8/8 and get 1. If the student fails one course, we divide 7/8 and get .87; the student is placed on FA Suspension, with a chance to appeal and be placed on FA Probation.*
- **Specific grades' impact on Pace:**
 - *Incomplete grades count in attempted but not earned (count against a student's Pace / Completion %)*
 - *W grades count in attempted but not earned (count against a student's Pace / Completion %)*

- For COP, a P grade counts as attempted and earned; an F grade counts as attempted but not earned.
- **Repeat of Individual Course:**
 - Per Rosalind Franklin University SAP policy, 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.
- **Repeat of Entire Year:**
 - 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.

Appendix A-3

Dr. William M. Scholl College of Podiatric Medicine SAP Requirements

PROGRAM	REQUIRED MINIMUM CGPA	MAXIMUM TIME FRAME	PACE REQUIRED	SAP MONITORED
DPM	see Qualitative standards statement	6	66.667%	Annually

SCPM Specific Guidelines:

- ***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.

- *In order to determine SAP for federal student aid purposes, each course will be assigned a value of 1. To meet satisfactory academic progress, a student must maintain a value of 1 at the end of the academic year. To determine this, we will divide the number of passed courses by the number of attempted courses.*
- *For example, if a student attempts 8 courses, they have a total point value of 8. If the student passes all eight courses, we divide 8/8 and get 1. If the student fails one course, we divide 7/8 and get .87; the student is placed on FA Suspension, with a chance to appeal and be placed on FA Probation.*
- ***APMLE and academic progress:***
 - *A student must satisfactorily complete the APMLE*

- *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.*
 - *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.*
 - *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.*
 - *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.*
 - *A student who fails the APMLE Part I for the third time is eligible for dismissal.*
- **Specific grades' impact on Pace:**
 - *Incomplete grades count in attempted but not earned (count against a student's Pace / Completion %)*
 - *W grades count in attempted but not earned (count against a student's Pace / Completion %)*
 - *For SCPM grade counts as attempted and earned; an NC grade counts as attempted but not earned.*
 - *For SCPM, a P grade counts as attempted and earned; an F grade counts as attempted but not earned.*
 - **Repeat of Individual Course or Clerkship:**
 - *Per Rosalind Franklin University SAP policy, 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.*
 - **Repeat of Entire Year:**
 - *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.*

Appendix A-4

School of Graduate and Postdoctoral Studies SAP Requirements

PROGRAM	REQUIRED MINIMUM CGPA	MAXIMUM TIME FRAME	PACE REQUIRED	SAP MONITORED
Doctorate	3.0	6	66.667%	Annually

Appendix A-5
College of Health Professions SAP Requirements

PROGRAM	PUBLISHED LENGTH OF PROGRAM	REQUIRED MINIMUM CGPA	MAXIMUM TIME FRAME	SAP MONITORED
Doctor of Nurse Anesthesia Entry DNAP	3	3.0	5	Annually
Doctor of Physical Therapy DPT	3	2.75	5	Annually
Pathologists' Assistant MS	2	3.0	3	Annually
Physician Assistant MS	2	2.5	3	Annually
Psychology PhD	5	3.0	7.5	Annually
Psychology: Clinical Counseling MS	2	3.0	3	Annually

Appendix A-6
College of Health Professions Online SAP Requirements

PROGRAM	PUBLISHED LENGTH OF PROGRAM	REQUIRED MINIMUM CGPA	MAXIMUM TIME FRAME	SAP MONITORED
Clinical Nutrition MS	2	3.0	5	Quarterly
Nutrition Education MS	2	3.0	5	Quarterly
Health Administration MS	2	3.0	5	Quarterly
Health Professions	2	3.0	5	Quarterly

Education MS				
Health Promotion and Wellness MS	2	3.0	5	Quarterly
Interprofessional Healthcare Studies DSc/PhD	4	3.0	6	Quarterly
Transition Doctor of Physical Therapy tDPT	2	3.0	5	Quarterly
Doctor of Nurse Anesthesia Completion DNAP	2	3.0	5	Quarterly

Appendix A-7

College of Health Professions Biomedical Sciences SAP Requirements

PROGRAM	PUBLISHED LENGTH OF PROGRAM	REQUIRED MINIMUM CGPA	MAXIMUM TIME FRAME	SAP MONITORED
BMS	1	3.0	2	Quarterly

Appendix A-8

College of Health Professions Online Certificate SAP Requirements

PROGRAM	PUBLISHED LENGTH OF PROGRAM	REQUIRED MINIMUM CGPA	MAXIMUM TIME FRAME	SAP MONITORED
Population Health	1	3.0	4	Quarterly

Analytics CERT				
Population Health Strategies CERT	1	3.0	4	Quarterly
Online Instruction CERT	1	3.0	4	Quarterly
Nutrition for Healthcare Professionals CERT	1	3.0	4	Quarterly
Health Professions Education CERT	1	3.0	4	Quarterly
Health Administration CERT	1	3.0	4	Quarterly
Essentials of Health Promotion and Wellness CERT	1	3.0	4	Quarterly

Appendix B-1
RFU Annual SAP Evaluation Process

EVALUATION OF SATISFACTORY ACADEMIC PROGRESS

Satisfactory academic progress is monitored at the end of each **academic year** for the following programs:

- Allopathic Medicine MD
- Doctor of Pharmacy PharmD
- Doctor of Podiatric Medicine DPM
- Doctor of Nurse Anesthesia DNAP
- Doctor of Physical Therapy DPT
- Pathologists' Assistant MS
- Physician Assistant MS
- Psychology PhD
- Psychology: Clinical Counseling MS
- School of Graduate and Postdoctoral Studies PhD

NOTIFICATION OF SAP STATUS

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.

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.**

Outstanding grades may change or delay SAP status decisions.

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.

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

SAP Appeal

When student 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.

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.

How to Appeal

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

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.

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.

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

IMPORTANT NOTE ABOUT FINANCIAL AID ELIGIBILITY:

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.

CAUTION:

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

If Student SAP Appeal is Approved

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.

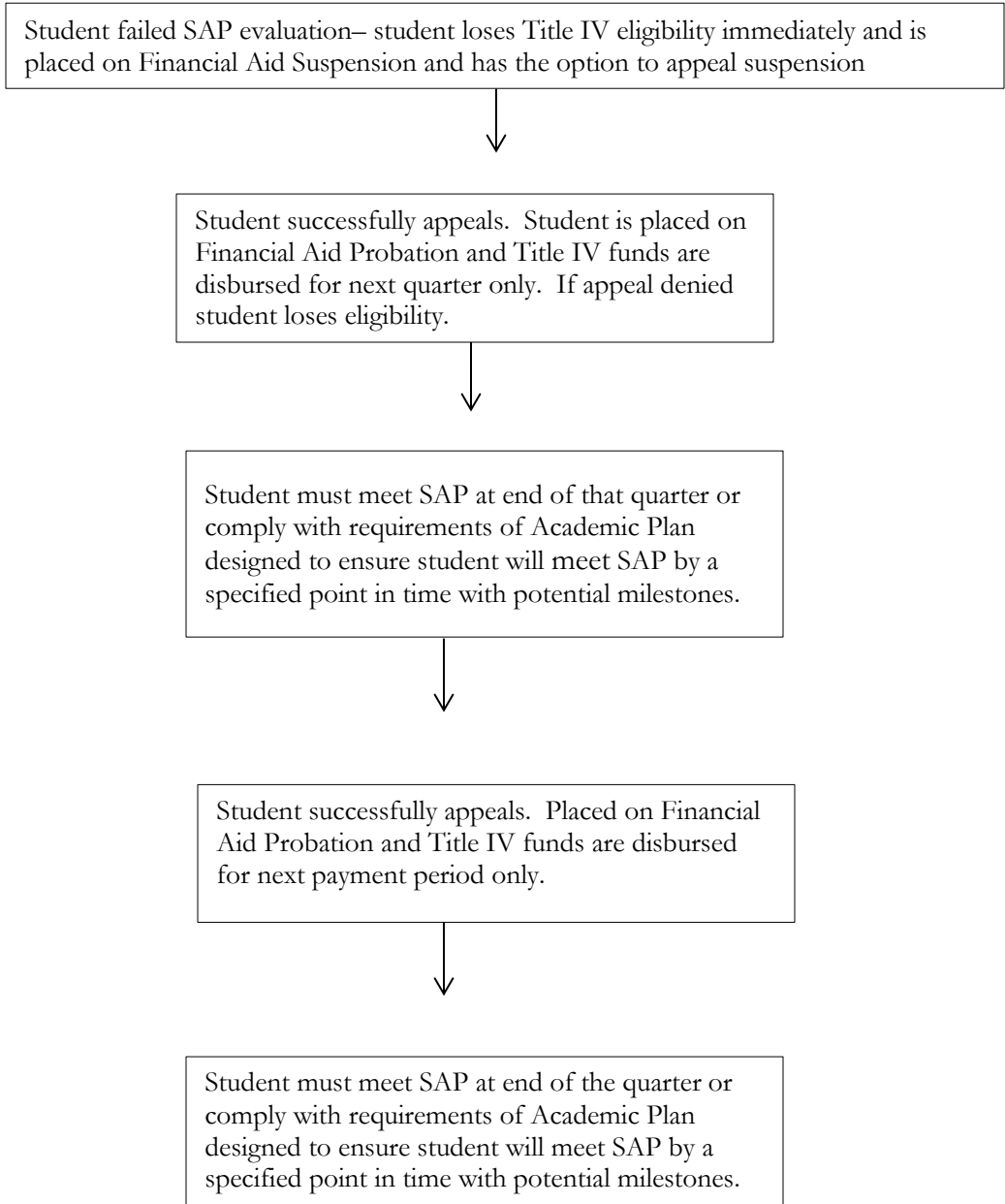
If Student SAP Appeal is Denied

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.

Academic Probation Policy Differences

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 Annual SAP Evaluation Process



Appendix B-2
RFU Quarterly SAP Evaluation Process

EVALUATION OF SATISFACTORY ACADEMIC PROGRESS

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

- Doctor of Nurse Anesthesia Completion DNAP
- Biomedical Sciences MS
- Clinical Nutrition MS
- Nutrition Education MS
- Health Administration MS
- Health Professions Education MS
- Health Promotion and Wellness MS
- Interprofessional Healthcare Studies DSc/PhD
- Transition Doctor of Physical Therapy tDPT
- All Certificate Programs

NOTIFICATION OF SAP STATUS

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.

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.**

Outstanding grades may change or delay SAP status decisions.

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.

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

SAP Appeal

When student 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.

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.

How to Appeal

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

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.

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.

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

IMPORTANT NOTE ABOUT FINANCIAL AID ELIGIBILITY:

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.

CAUTION:

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

If Student SAP Appeal is Approved

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.

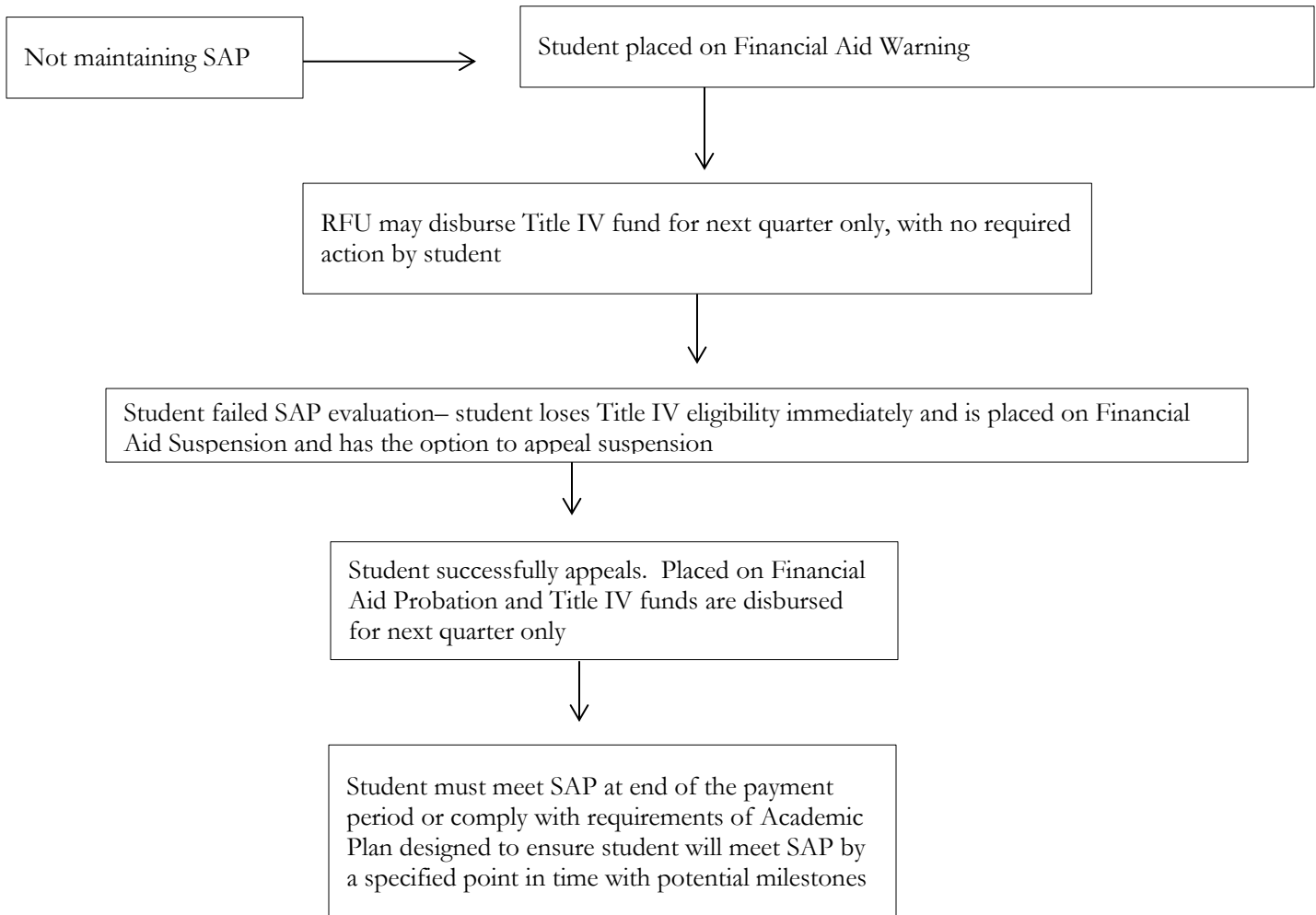
If Student SAP Appeal is Denied

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.

Academic Probation Policy Differences

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.

RFU Quarterly SAP Evaluation Process



POINTS OF CONTACT.

Dr. Bruce C. Neimeyer – SEM – SPONSOR
Maryann DeCaire – Student Financial Services
Jessica Barthule – Student Financial Aid
Timothy Carroll – Registrar

REFERENCES AND RELATED POLICIES.

Course Add/Drop Policy
Grade Submission Policy
Incomplete Policy
Leave of Absence Policy
Transfer Policy
Withdrawal Policy