

## Satisfactory Academic Progress Standards for Federal Title IV Aid Program

Federal regulations require that, in order to be eligible for assistance from any Federal Title IV student aid program (Federal Pell Grant, Federal SEOG, Federal Work-Study, Federal Perkins Loan, Federal Direct/PLUS Loan, and State Student Incentive Grant Programs) a student must be making satisfactory academic progress.

The standards which follow govern eligibility for Title IV programs **only**. The Vocational Nursing Institute, Inc. policy is to aid all enrolled students to the extent of their need; consequently, a student who may be ineligible for federal programs as a result of the application of these standards may continue to receive aid from other funds administered by the school such as Jena Mae. However, The Vocational Nursing Institute, Inc. will not replace with its own grant funds Federal aid for which a student may be ineligible.

Please note also that these standards do not replace or supersede individual schools' regulations and procedures affecting academic standing, which are stated in the School Catalog.

For the purpose of Title IV financial aid eligibility only, the standards of satisfactory academic progress for students enrolled in full-time undergraduate programs are as follows:

1. The student must have a cumulative GPA of 2.00 payment period; **and**
2. The student must be completing credit units at a rate which would enable him/her to complete the requirements for the degree in a maximum time as stated in the school catalog.
3. The student must successfully complete all of the courses attempted.
4. The maximum time allowed for a student to complete the VN program is 18 months or 79.5 weeks due to withdrawal, incomplete, or leave of absence.

Academic progress will be checked at the end of each payment period for which the student is enrolled. A student who fails to meet any of the standards will be placed on Title IV suspension for one payment period. At the end of each payment period, the Office of Student Registration and Financial Service (SRFS) will notify students in writing who have failed to meet the academic progress requirements as quickly as possible.

During that payment period, the student will **NOT** continue to be eligible for Title IV aid. At the end of a payment period during which a student is on Title IV suspension, if the student still fails to meet any of the requirements, the student will become ineligible for Title IV assistance. When the student returns to continue in the program, the student will have to appeal the suspension with the school unless the student appeals that decision and the school agrees with the appeal, the student is moved to Title IV probation, (technically not eligible for aid), but will continue to receive aid for the next payment period. The Vocational Nursing Institute, Inc. may develop an individual work plan with the student after an appeal. The work plan may cover multiple payment periods as long as the plan includes the student making SAP by the end of the work plan. The SAP must be checked at the end of each

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payment period with the student adhering to the terms of the work plan.

If the student does not appeal, the student remains on Title IV suspension and does not receive aid for the next payment period.

Appeals are decided by the school. The student CANNOT appeal the school's decision higher than the school. However, appeals that are granted must be fully documented and signed by the student and authorized school representative.

### Return from Drop

A student who is readmitted after having dropped from the rolls will be required to have an academic action plan, and will be considered to be on Title IV probation immediately upon reenrollment. Consequently, that student would be ineligible for Title IV aid if he/she does not meet the academic progress standards or academic plan requirements at the end of the next payment period. The school only offers its nursing program once per year, so re-admission would occur with the next nursing cohort.

### Incompletes, Withdrawals, Noncredit Remedial Courses and Transfer Credits

Courses with grades of Incomplete or Withdrew will be counted as courses attempted but not completed. Noncredit remedial courses will be counted as neither courses attempted nor completed. Credits are not accepted for transfer from another institution therefore they shall not be counted.

### Title IV Eligibility Status Changes

The school evaluates if a student is meeting satisfactory academic progress at the end of each payment period and more frequently if needed. If the student does not meet the satisfactory academic progress then their eligibility for Title IV will be jeopardized. At the end of each payment period, the Office of Student Registration and Financial Service (SRFS) will notify students in writing who have failed to meet the academic progress requirements as quickly as possible.

The calculation is done by dividing the attempted hours into the completed hours which = the %.

$$\frac{\text{Completed}}{\text{Attempted}} = \%$$

Pace at each evaluation is in the table below:

1 <sup>st</sup> academic year	2 <sup>nd</sup> academic year
12 credits in 15 weeks	31 credits in 42 weeks
24 credits in 30 weeks	38 credits in 53 weeks