

BECKFIELD COLLEGE

STANDARDS OF ACADEMIC PROGRESS (SAP)

At the conclusion of each quarter, every student's academic record is evaluated to ensure that the student is making satisfactory progress toward graduation. Two standards apply: the course completion rate (CCR) and the cumulative grade-point average (CGPA). These standards apply to all students without exception.

The course completion rate (CCR) is evaluated at the end of each quarter of enrollment to ensure that the student can successfully complete his or her program within the maximum program length. The course completion rate is determined by dividing the number of credit hours the student has earned by the number of credit hours the student has attempted. Credits earned are those for which the student has received a grade of

A, B, C, D, PC, or TC. Credits attempted are those for which the student has received a grade of A, B, C, D, F, I, PC, TC, W, or WF. In order to graduate, the student may not exceed the maximum program length; that is, the student may not attempt more than 1.5 times the number of credit hours required by his or her program (rounded down to the nearest whole number).

The cumulative grade-point average (CGPA) is evaluated at the end of each quarter of enrollment to ensure that the student can complete his or her program with the required CGPA of at least 2.00.

To be eligible for graduation, a student must have completed his or her program with a CCR of no less than two-thirds (67%) and a CGPA of no less than 2.00. These two requirements are referred to as the graduation standards.

The Bachelor of Science in Nursing requires that the student complete the junior and senior years within

1.5 times the credit hours required with a CGPA of at least 2.00. Because this is a degree-completion program (associate to baccalaureate), the student's academic progress is determined only by the CCR and CGPA achieved in his or her junior and senior years.

The minimum standards indicated in the chart below apply to all students, regardless of their enrollment status (full-time or part-time) in any quarter. To maintain good standing, a student must meet or exceed both the CCR and the CGPA standard at each evaluation point.

Students in clock-hour programs should consult the policies in the "Clock-Hour Policies" section of this catalog.

Minimum Standards of Academic Progress

Degree Programs

End of quarter 1	CCR:	33%	CGPA:	1.00
End of quarter 2	CCR:	45%	CGPA:	1.25
End of quarter 3	CCR:	50%	CGPA:	1.50
End of quarter 4	CCR:	55%	CGPA:	1.60
End of quarter 5	CCR:	60%	CGPA:	1.80
End of quarter 6*	CCR:	67%	CGPA:	2.00
End of each subsequent quarter	CCR:	67%	CGPA:	2.00

**A degree student who fails to meet either standard at the conclusion of his or her sixth quarter or any quarter thereafter will be suspended.*

Diploma Programs

End of quarter 1	CCR:	33%	CGPA:	1.25
End of quarter 2	CCR:	50%	CGPA:	1.60
End of quarter 3	CCR:	60%	CGPA:	1.80
End of quarter 4	CCR:	67%	CGPA:	2.00
End of each subsequent quarter	CCR:	67%	CGPA:	2.00

Upon the first failure to meet either of the minimum standards, the student will receive a notification of Academic Warning and will be required to meet with his or her Academic Dean or Director for academic counseling. If the student is receiving federal financial assistance, he or she will also be placed under Financial Aid Warning but will remain eligible for financial aid.

After the second consecutive failure to meet either of the minimum standards, the student will be notified that he or she is under Academic Suspension. If the student is receiving federal financial assistance, he or she will immediately be placed under Financial Aid Suspension and will be notified of this loss of eligibility.

If extenuating circumstances have caused or substantially contributed to the student's failure to maintain academic progress and the student wishes to remain enrolled, he or she must submit a written appeal to his or her Academic Dean or Director. This appeal must explain the circumstances that have impeded the student's academic success and what actions the student has taken to overcome those circumstances.

If the student's appeal is approved, an Academic Improvement Plan must be developed and approved by the student and his or her Academic Dean or Director. This plan will set the requirements that the student must meet in order to remain enrolled and recover good academic standing.

If the student has been receiving federal financial assistance, he or she must also submit to the Office of Student Financial Services a written appeal for reinstatement of eligibility. This appeal must include:

1. A detailed explanation for the student's failure to meet the Standards of Academic Progress,
2. Documentation of the circumstances which have obstructed his or her academic progress,
3. The actions the student has taken to correct his or her academic deficiencies, and
4. A copy of the student's Academic Improvement Plan.

If all necessary appeals are approved, the student will be placed on Academic Probation for no more than two quarters of enrollment, during which he or she must recover good academic standing. Failure to do so will result in the student's academic dismissal from the College. A student who has successfully appealed loss of financial aid eligibility will be notified that he or she is under Financial Aid Probation for the term of the Academic Probation.

The following circumstances will result in dismissal from a program for lack of academic progress:

1. The student has failed to satisfy the terms of his or her Academic Improvement Plan.
2. The student cannot achieve good standing within the first two quarters of enrollment following an academic suspension.
3. It is determined at any time that it is mathematically impossible for the student to achieve graduation standards within the maximum program length (1.5 times the number of credit hours in the program).
4. The student's final appeal of any academic action has been denied.

Probationary Period - Degree Programs

A student whose appeal is approved will have academic and financial aid eligibility reinstated on a probationary basis for two academic terms. The student may continue to receive financial aid during this Probationary Period but must meet the regular SAP standards or be making progress under an approved Academic Improvement Plan by the end of the Probationary Period. A student who fails to make progress under the approved Academic Improvement Plan will not be allowed to submit another appeal.

Re-establishing Eligibility after being placed on probation – Degree Programs

A student who has met the SAP standards after being placed on probation will be removed from the probation status. A student who has failed to make progress during the Probationary Period may re-establish his/her financial aid eligibility after meeting the following conditions: The student may enroll at the student's own expense until both the Quantitative and Qualitative SAP standards are met, while not exceeding the Maximum Time Frame.

Suspension / Termination - Degree Programs

The following circumstances will result in dismissal from a program for lack of academic progress:

2. The student has failed to satisfy the terms of his or her Academic Improvement Plan.
3. The student cannot achieve good standing within the first two quarters of enrollment following an academic suspension.
4. It is determined at any time that it is mathematically impossible for the student to achieve graduation standards within the maximum program length (1.5 times the number of credit hours in the program).
5. The student's final appeal of any academic action has been denied.

A student's financial aid eligibility will be suspended or terminated if either of the following occurs:

- The student fails to meet either or both the Qualitative and Quantitative standards by the end of the Warning Period.

Reinstatement – Degree Programs

Students may submit a SAP appeal. If approved, students may be placed on an Academic Improvement Plan and granted additional time. Terminated students may apply for re-entry/re-enrollment upon the following conditions. A minimum of one grading period must elapse from the end of the grading period in which the date of termination occurred; provide a written plan detailing how the student has addressed the issues that led to the termination.

Satisfactory Academic Progress for Clock-Hour Programs

All Beckfield College students, whether or not they receive federal financial aid, are required to make academic progress toward completion of a degree or certificate. Satisfactory progress for a clock-hour program is evaluated at the end of each academic term in order to determine if the student has successfully completed their scheduled clock hours for that academic term. To be considered to be making Satisfactory Academic Progress (SAP) and to be eligible for the federal financial aid, a student must be meeting all of the following conditions:

Qualitative - Grade-Point Average - Clock-hour students must maintain a cumulative grade-point average (CGPA) of at least 2.0 to be examined at the end of each academic term.

- Quantitative - Pace of Progress - All students must successfully complete at least 75% of their cumulative attempted clock hours to stay on pace within the Maximum Time Frame requirements.
- Attempted clock hours are the hours a student attends each academic term.
- Transfer clock hours accepted toward the student's program are included in both the attempted clock hours and completed clock hours.
- Excused absences must be made up.
- Grades of Incomplete are counted as attempted but not completed. If a student subsequently completes the course requirements and wants to request a recalculation of the percentage completed, he/she must notify the Financial Aid Office.

Maximum Time Frame - All students must complete their program requirements within 150% of the time it normally takes to complete the program (as measured in clock hours and calendar weeks). For example, a student must successfully complete a total of 900 clock hours in less than 1350 total attempted clock hours

($900 \times 150\% = 1350$). Also, a 48-week program must be completed in less than 72 weeks.

SAP Table - Medical Massage Therapy – Diploma

Academic Term/ Evaluation Point:	TERM 1	TERM 2	TERM 3	TERM 4
Scheduled Clock Hours	240	240	240	180
Minimum SAP %	75%	75%	75%	75%
Minimum CGPA	2.0	2.0	2.0	2.0
Minimum Earned Hours	180	360	540	675
Instructional Weeks	12	12	12	12

Program length – 48 weeks. Maximum program length – 72 weeks.

Warning Period

A student who fails to meet either or both the Qualitative and Quantitative standards will be given a Warning Period of one academic term. During the Warning Period, a student may continue to receive the financial aid for which he/she is otherwise eligible.

Suspension / Termination

A student's financial aid eligibility will be suspended or terminated if either of the following occurs:

- The student fails to meet either or Both the Qualitative and Quantitative standards by the end of the Warning Period.
- ~~The student has attempted 150% of the clock hours required for the certificate program.~~

Reinstatement – Clock Hour Programs

Students may submit an SAP appeal. If approved, students may be placed on an Academic Improvement Plan and granted additional time. Terminated students may apply for re-entry/re-enrollment upon the following conditions. A minimum of one grading period must elapse from the end of the grading period in which the date of termination occurred; provide a written plan detailing how the student has addressed the issues that led to the termination.

Appeals

The appeals process for academic issues, SAP status, and financial aid decisions are the same for students in all programs (clock-hour and credit-hour) as found in the previous sections of this catalog.

Probationary Period - Clock Hour Programs

A student whose appeal is approved will have academic and financial aid eligibility reinstated on a probationary basis for one academic term. The student may continue to receive financial aid during this Probationary Period but must meet the regular SAP standards or be making progress under an approved Academic Improvement Plan by the end of the Probationary Period. A student who fails to make progress under the approved Academic Improvement Plan will not be allowed to submit another appeal.

Re-establishing Eligibility after being placed on probation

A student who has failed to make progress during the Probationary Period may re-establish his/her financial aid eligibility after meeting the following conditions: The student may enroll at the student's own expense until both the Quantitative and Qualitative SAP standards are met, while not exceeding the Maximum Time Frame.

Suspension / Termination - Clock Hour Programs

The following circumstances will result in dismissal from a program for lack of academic progress:

3. The student has failed to satisfy the terms of his or her Academic Improvement Plan.
4. The student cannot achieve good standing within the first two quarters of enrollment following an academic suspension.
5. It is determined at any time that it is mathematically impossible for the student to achieve graduation standards within the maximum program length (1.5 times the number of credit hours in the program).
6. The student's final appeal of any academic action has been denied.

A student's financial aid eligibility will be suspended or terminated if either of the following occurs:

- The student fails to meet either or Both the Qualitative and Quantitative standards by the end of the Warning Period.
- The student has attempted 150% of the clock hours required for the certificate program.

Notification

Students will be sent written if their status changes as a result of the SAP evaluation.