

## Satisfactory Academic Progress (SAP) - Qualitative and Quantitative Elements

All SOHP matriculating students are required to maintain Satisfactory Academic Progress (SAP). SAP is a measure that consists of both qualitative (e.g., grades) and quantitative (e.g., number of clock hours completed) measurements. Both measurements are evaluated on an academic term basis for each program. Details about the timing and frequency of SAP review for each program are contained in the program-specific sections of the school catalog. Variances of the SOHP SAP requirements are also stated within each program section of the school catalog. To maintain Satisfactory Academic Progress, a student must always meet the minimum standards established by each program for both qualitative and quantitative measures. The Satisfactory Academic Progress policy applies to all SOHP students. These standards are consistently applied by each program to its students, regardless of financial aid status or delivery of the program. To graduate, a student must successfully complete all courses in the program with the designated minimum score for passing (which varies from program to program, but 70% as a minimum).

### **Qualitative Elements of SAP**

#### ***General Information***

Qualitative measurement consists of a student's grades, whether expressed numerically or with letter grades (see Grading Scale below). Some programs may calculate these grades into a cumulative Grade Point Average (GPA). Some courses may be graded according to the pass/no pass system. Some programs use competency-based assessment as a qualitative measure in addition to a grading scale. In these cases, student performance of competency-related tasks is assessed to determine whether a student has obtained competency (pass) or not (fail). Each program-specific section of the school catalog provides additional details regarding each program's qualitative measurement.

#### ***Grading Scale & \*Definitions***

Scale	Grade	Definition	GPA
90-100%	A	Excellent	4.0
80-89%	B	Good	3.0
70-79%	C	Satisfactory	2.0
60-69%	D	Unsatisfactory	1.0
0-59%**	F	**Inadequate	0.0
	P	Pass – Any course with a “P” grade is not calculated into the grade point average.	

	NP	No Pass – Any course with an “NP” grade is not calculated into the grade point average. However, the course must be passed to graduate.
	I	Incomplete – May be used at the discretion of the instructor in those cases in which the student is not able to complete work in the normal time. Refer to the Incomplete Grade Policy. Any course with an “I” grade is not calculated into the grade point average. Once a grade is assigned to the course (when conditions are met that allow for the removal of the “I” and assignment of a final grade), that grade will factor into the student’s GPA. SAP cannot be evaluated until the I grade is updated. This can potentially cause a delay in awarding of federal financial aid.
	W±	Withdrawal – Utilized when a student leaves the course due to an approved leave-of-absence or withdraws from the school prior to the scheduled completion of a course. Any course with a “W” grade is not calculated into the grade point average. Withdrawals may affect the quantitative elements of SAP.

\*Individual program sections of this catalog contain information on program-specific grading systems.

\*\*Programs may, at their discretion, establish a grade threshold higher than the institutional minimum, but with a failing grade threshold of 69% and lower. All programs must apply and enforce their failing grade thresholds uniformly among students enrolled in the program.

± Non-punitive grades for courses awarded by the school include “W”. Non-punitive grades are not included in the computation of a student’s overall Cumulative Grade or Point Average. The clock hours associated with any courses for which non-punitive grades are assigned are included as hours attempted when calculating the student’s Maximum Time Frame and clock hour completion percentage.

Students are not allowed to repeat courses in which a grade has been assigned.

### ***Minimum Average***

All students must maintain a minimum qualitative average (expressed as percentage points, grades, GPA and/or competencies passed) as defined by each program to maintain Satisfactory Academic Progress. Students must achieve the minimum qualitative average at each review of SAP to maintain Satisfactory Academic Progress. Minimum passing average is 70%, while some programs may require a minimum of 75% based on their grading scale. Review the program specific section of the school catalog for more information.

### ***Student Grievance Concerning Grades***

Students should seek redress of a problem with a grade as soon as possible after the release of final term grades. Students should confer directly with the course instructor about grade

concerns. Every effort should be made to resolve the problem fairly and promptly at this level. The student should refer to the Grade Appeal Policy for more information.

### **Quantitative Elements of SAP**

For all programs, the quantitative measurement of SAP consists of a student's satisfactory completion of program hours, based on a rate-of-progress calculation. The rate of progress calculation is the percentage of total hours completed of those hours the student has attempted. This measurement ensures that all students progress at a rate sufficient to allow them to complete their programs within the maximum time allowed. Each program establishes a number of hours to be attempted, and a number required to be completed in order for the student to maintain Satisfactory Academic Progress. More information is available in each program's section in the school catalog.

Students' progress against quantitative SAP requirements is measured at the end of each program's term. Defined terms of each program are outlined in the program specific portion of the school catalog. SAP evaluation dates for each program will be outlined in the academic calendars.

### ***Transfer and Readmitted Students/Students Changing Programs***

If a student transfers to SOHP from another postsecondary institution, the transfer credits that were accepted by SOHP will count as credits attempted and credits completed for purposes of calculating the student's quantitative progress. The corresponding grades will not count toward the student's qualitative progress.

If a student is re-admitted into SOHP, changes program of study, or seeks to earn an additional credential, the credits that are applicable to the student's current program of study will be included in determining the student's satisfactory academic progress standing and the appropriate evaluation level for the student in terms of establishing the total number of credits attempted and completed at each of the student's evaluation periods.

### ***Maximum Time to Complete Program***

All students are expected to complete their program of study within an acceptable period of time, as defined by each program, but in no case to exceed 150% of normal program length. Students failing to complete their program of study within the maximum time will be dismissed from the program. These students are not eligible for reinstatement.

Time spent in any of the following situations/activities counts toward the maximum time to complete SOHP programs:

- Courses for which a grade of incomplete or failure was recorded
- Courses from which the student withdrew
- Time in a SOHP-approved leave-of-absence.

***Maximum Timeframe by program (in clock hours):***

<b>Program</b>	<b>Total Clock Hours</b>	<b>Maximum Timeframe</b>
Beachwood Diagnostic Medical Sonography	2306	3459
Beachwood Radiologic Technology	2328	3492
Cardiac Ultrasound	1751	2626.5
Cardiovascular Perfusion	2894	4341
Computed Tomography	412	618
Cytology	1237	1855.5
Dietetic Internship	1344	2016
Medical Dosimetry	1657.5	2486.25
Medical Laboratory Science	1332	1998
Mercy Diagnostic Medical Sonography	1920	2880
Mercy Radiologic Technology	2344	3516
Paramedic Education	962	960.5
Phlebotomy	240	360
Post-Primary Magnetic Resonance Imaging	412	618
Primary Magnetic Resonance Imaging	1776	2664

***Progress Evaluations***

Each student's progress in completing the program is evaluated at the end of each term. During these evaluations, the student's Cumulative Grade (or Point) Average and rate of progress in completing program hours are calculated. Students will receive an email notification that SAP has been evaluated. The student can check their student portal to view their SAP status of Satisfactory, Warning, Probation, or Dismissal.

Students are notified in writing should they fail to meet the minimum standards of Satisfactory Academic Progress during an evaluation term. Students who fail to maintain SAP in an evaluation period are placed on SAP Warning, unless there are two or fewer terms left in the program following the term for which the evaluation is provided, in which case the student will be placed on Academic Probation. More information on Academic Probation is contained in the Academic Probation section of the school catalog.

Students taking a unit of Clinical Pastoral Education Internship are exempt from SAP evaluations.

### ***SAP Warning***

Each program establishes the term for its SAP warning period, but an SAP Warning Period cannot last more than one term. Federal financial aid funds may be disbursed during SAP Warning periods. When placed on SAP Warning, students are provided notification in writing that outlines the reasons why the student has been placed on SAP Warning and the requirements the student must meet in order to be removed from SAP Warning (an “Academic Plan”). The Academic Plan is designed to bring the student into compliance with Satisfactory Academic Progress standards within a single term. The student’s Academic Plan and progress toward its completion will be reviewed with the student during the period of SAP Warning according to the details of the Plan.

At the end of the Warning period, if the minimum standards of Satisfactory Academic Progress are not met a student will be placed on Academic Probation. Students who satisfy the conditions of Satisfactory Academic Progress at the end of the Warning period will be returned to Satisfactory Academic Progress status.

School personnel, including the program instructors and/or the Program Director and/or Manager are available to discuss any concerns students may have.

### ***Academic Probation***

Students failing to maintain Satisfactory Academic Progress immediately following a term of warning, will be placed on academic probation. When placed on academic probation, students are provided written notification that outlines the reasons why the student has been placed on probation and the requirements the student must meet in order to be removed from probation (an “Academic Plan”). The Academic Plan is designed to bring the student into compliance with Satisfactory Academic Progress standards within a designated period of time as defined by the Program Director in the Academic Plan. The student’s Academic Plan and progress toward its completion will be reviewed with the student during the period of Probation according to the details of the Plan. A student is ineligible to receive federal financial aid during a period of academic probation.

Students are not allowed to have more than one period of probation while enrolled in their program. Students on probation who do not successfully complete the terms of their Academic Plan will be provided the opportunity to withdraw. If the student refuses to withdraw, they will be dismissed from the program. Students on probation who successfully complete the terms of their Academic Plan will return to Satisfactory Academic Progress standing, and academic probation status will be removed.

### ***Academic Probation Appeal***

Students who have been placed on academic probation may appeal the probation decision. To do so, the student must submit an appeal request to the SOHP Program Director in writing (email is acceptable) within five (5) working days of being placed on probation.

The appeal request must include:

- Information about the circumstances or events that prevented the student from maintaining Satisfactory Academic Progress, and
- What has changed in the student's situation to allow the student to be successful in the future.

The student may submit documentation along with the appeal request. The SOHP Program Director will review the appeal and any documentation submitted by the student. The Director will also speak with involved faculty. The student will be notified of the outcome of the appeal in writing within five (5) business days of the appeal submission. The decision of the Program Director is final.

If the appeal is not successful, probation status will continue until 1) the student meets the requirements of the Academic Plan and returns to Satisfactory Academic Progress status, or 2) the student fails to meet the requirements of the Academic Plan and subsequently withdraws or is dismissed from the program. If the appeal is successful, the student will not be placed back into a status of warning, but the program may impose requirements the student must complete in order to return to Satisfactory Academic Progress.

### ***SAP Dismissal Policy***

Students who have been placed on probation and do not return to Satisfactory Academic Progress status within the time required by their Academic Plan will be given the opportunity to withdraw or be dismissed from the program. Students may also be dismissed from the program after a period of temporary suspension. Students dismissed from SOHP programs are required to immediately return to SOHP their student IDs and any books, equipment or other materials issued to them by SOHP as outlined in their enrollment agreement.

SOHP programs pursue dismissal only after a student has been given a reasonable period of warning and/or probation to address deficiencies. Dismissal may also be recommended at any time for a student who demonstrates either a singular egregious behavior or is involved in one or more serious incidents inconsistent with the expectations for students of SOHP, or in violation of SOHP policy.

A decision to pursue dismissal requires participation of the program director and relevant program faculty and administrators. The Program Director will meet with the student to hear the student's explanation, including any mitigating circumstances in the situation. The Program Director will then meet with relevant program faculty and administrators to consider factors in the situation and render a determination. The dismissal decision is described in a notice to the student written by the Program Director. This communication is presented to the student, in

person whenever possible, by the Program Director, although an in-person meeting may not be possible in all cases.

### ***SAP Dismissal Appeal***

A student who is dismissed from a SOHP program has the right to appeal. Each appeal is decided on an individual basis. The process for appealing a dismissal decision is as follows:

- The student must submit a written appeal to the Program Director. The appeal must be submitted at least one month prior to the start of the term in which the student wishes to be granted entrance into the program.
- Appeals must include a detailed explanation of the circumstances related to the dismissal. As relevant, such appeals should include official supporting documentation (i.e. medical records, court documents, or any other documentation which would support an appeal).
- The appeal will be reviewed by the Program Director and approved or denied based on the student's individual circumstances, past academic record, and potential to successfully complete the program.
- The Program Director will provide a written decision to the student within fourteen (14) business days. The decision on the dismissal appeal is final.
- If the student is allowed to re-enroll, the Program Director may place conditions that the student must meet in order to be reinstated. The Program Director may also reinstate the student on a probationary basis. Reinstatement is based on class and space availability.
- If students who are reinstated are required to repeat coursework, that coursework must be satisfactorily completed in order to continue in the program.
- Reinstated students must maintain SOHP student accounts in good standing and may not default on any payment arrangements.

SOHP reserves the right to terminate a student's enrollment if, during the student's program of study, SOHP determines that the student has failed to maintain the minimum standards of satisfactory academic progress, or has reached the maximum timeframe (150% of the program credits/hours) without successfully completing the program; failed to comply with the SOHP rules and regulations as published in SOHP's Catalog; or has failed to meet their financial obligations, which are established in the enrollment agreement. Any refund due to the student or other agencies will be calculated and refunded according to SOHP's tuition refund policy and the US Department of Education's Return to Title IV policy if applicable. A student who has been dismissed for failure to maintain SAP may reapply for admission; however, until SAP status is re-established, the student will not be eligible for any form of federal financial aid. A student applying for re-admission must first satisfy all current requirements for admission. In addition, if a student's enrollment was terminated for failure to maintain SAP, the applicant's academic records will be evaluated to determine if it is possible for a satisfactory cumulative grade point average to be achieved and if the program can be completed within the maximum time frame.

### ***Temporary SAP Suspension***

SOHP reserves the right to temporarily suspend a student for conduct disrupting or otherwise negatively affecting the learning environment, pending consideration of the student's situation by the Program Director and other relevant program faculty and administrators. The Program Director will notify the student in writing of the conditions of the temporary suspension. If the student is reinstated, the student will work with the Program Director to address any course work missed during the suspension.