



Revision Responsibility: Vice President of Academic Affairs
Responsible Executive Office: Vice President of Academic Affairs

Purpose:

To establish, publish and apply reasonable standards for measuring whether an otherwise eligible student is making satisfactory academic progress (SAP) in their educational program.

Policy:

Required information for Satisfactory Academic Progress:

The following information applies to all students, regardless of program of study, attending Platt College:

Satisfactory academic progress (SAP) is defined as progression through the academic program within a prescribed time frame while maintaining a sufficient grade point average to demonstrate growth in knowledge and skills. Lack of satisfactory progress may jeopardize the student's ability to complete their program of study. Platt College expects students to progress through the program based on satisfactory academic progression standards. The School of Nursing at Platt College individually determines the criteria requirement for SAP. All students will be considered to be in a state of satisfactory progress at the time of initial enrollment.

Federal regulations require that a student receiving financial assistance from a state or federal aid program must make SAP as determined by the institution from which such aid is received. Platt College's standards for determining SAP are the same for all students enrolled in the same educational program, regardless of financial aid reciprocity. Platt College students, regardless if they are receiving financial assistance, will have their satisfactory academic progress measured. Consistent application of standards exists to all students regardless of category (i.e., full time, part time, receiving financial aid, not receiving financial aid) and educational program.

Step-by-Step Discipline (Warning/Probation/Temporary Suspension/Termination)

- Step One: The student is placed on academic warning the subsequent quarter after a student fails to meet satisfactory academic progress; time period is two consecutive quarters.
- Step Two: The student is placed on academic probation the subsequent quarter after a student fails to meet satisfactory academic progress and is already on academic warning for two consecutive quarters; time period is one quarter.
- Step Three: The student is placed on temporary suspension the subsequent quarter after a student fails to meet satisfactory academic progress and is already placed on academic warning for two consecutive quarters and academic probation for one quarter; time period is one quarter. After the student has been temporarily suspended for one quarter, he/she is eligible to return to Platt College. If a student continues to not meet satisfactory academic progress upon return, he/she will return to step one.
- Step Four: Termination is issued when a student is placed on temporary suspension and fails to return to the College after the temporary suspension time period elapses. After a student is terminated from the College, the student must reapply for entry.

Example of Step-by-Step Discipline

Academic Warning (First Quarter on Warning)	A student failed to meet satisfactory academic progress during the Winter 201X quarter. The student is therefore placed on academic warning for the Spring 201X quarter.
Academic Warning (Second Quarter on Warning)	While on academic warning during the Spring 201X quarter, the student fails to meet satisfactory academic progress again in his/her Spring 201X classes. The student is therefore placed on academic warning again for Summer 201X.
Academic Probation	While on academic warning during the Summer 201X quarter, the student fails to meet satisfactory academic progress again in his/her Summer 201X classes. The student is therefore placed on academic probation for the Fall 201X quarter.
Temporary Suspension	While on academic probation during the Fall 201X quarter, the student fails to meet satisfactory academic progress again in his/her Fall 201X classes. The student is therefore placed on temporary suspension for Winter 201X.
Termination	The student failed to return from his/her temporary suspension.

Students' academic progress, both the qualitative (grade-based) and quantitative (time-based) SAP measures, are reviewed quarterly. A student on academic warning or probation may continue to receive financial assistance for one payment period despite a determination that the student is not making satisfactory academic progress. However, while a student is on academic warning or probation, Platt College may choose to require that the student repeat a

failed course and/or take a reduced course load. Course repeats count towards the pace of completion.

Notification: Student Progress and Progress Reports

Student progress is evaluated through daily assignments, hands-on assessments, quizzes, written examinations, and other methods as determined by the course faculty. Student progress is measured by the use of a 4.0 grade scale.

Students are entitled to a regular accounting of their academic status. Students may monitor their SAP on **My Platt College**. Students placed on academic warning, probation, or temporary suspension are informed in writing at the time the action is taken. Students are strongly encouraged to receive advising from the appropriate faculty member or administrator in an effort to improve their academic performance. Further, students are informed by the Financial Aid Office in writing how their financial assistance may be affected by not meeting satisfactory academic progress.

Maximum Time Frame

Students must complete their programs within a prescribed time frame. The maximum time frame is limited to 1.5 times the normal length of the program in duration or credit hours required to complete the program. Students who fail to complete their programs within the maximum time frame will be dismissed.

The pace at which a student must progress through his or her education program to ensure he or she will complete the program within the maximum time frame depends on which educational program the student is enrolled:

Program	Months to Complete	Quarter Credit Hours to Complete	Maximum Time Frame Limit for Months to Complete	Maximum Time Frame Limit for Quarter Credit Hours to Complete
Bachelor of Science: Nursing	36	198.5	54	297.75

Temporary suspensions, breaks, and leaves of absence (LOAs) are not factored into maximum time frame calculations.

The Office of the Registrar at Platt College calculates the pace at which a student is progressing by dividing the total number of hours the student has successfully completed by the total number of hours he/she has attempted. The Office of the Registrar at Platt College calculates the pace by duration at which a student is progressing by counting the number of months less LOAs, less temporary suspension, less breaks.

Course incompletions, withdrawals, and repetition of courses can affect a student's pace of completion. Credit hours from another institution (transfer credits) that are accepted toward a student's educational program count as both attempted and earned hours.

Grade Point Average (GPA) Calculation

Letter Grade	Rating Description	Quality Points Per Credit	Affect Term Earned Hours	Affect Cumulative Earned Hours	Affect Term GPA Hours	Affect Cumulative GPA Hours	Affect Term GPA	Affect Cumulative GPA	Affect Transcript Attempted Hours	Can Mark As Repeat	Act as Ungraded (No Quality Points)
A	Superior	4.0	✓	✓	✓	✓	✓	✓	✓	✓	
B	Above Average	3.0	✓	✓	✓	✓	✓	✓	✓	✓	
C	Average	2.0	✓	✓	✓	✓	✓	✓	✓	✓	
D	*Minimally Acceptable	1.0	✓	✓	✓	✓	✓	✓	✓	✓	
F	**Failure	0	✓	✓	✓	✓	✓	✓	✓	✓	
P	Pass	4.0	✓	✓	✓	✓	✓	✓	✓	✓	
R	Retake	N/A							✓	✓	✓
I	Incomplete	N/A							✓	✓	✓
WA	Administrative Withdrawal	N/A							✓	✓	✓
WP	Withdrawal While Passing	N/A							✓	✓	✓

Revised: January 4, 2011, December 1, 2012 to eliminate The School of Design, December 17, 2012 to include Military Leave of Absence

WF	Withdrawal While Failing	N/A							✓	✓	✓
TC	Transfer Credit	N/A	✓	✓					✓	✓	✓
EC	External Credit	N/A	✓	✓					✓	✓	✓
ES	Transfer Credit Held in Escrow	N/A	✓	✓					✓	✓	✓
AU	Audit	N/A							✓	✓	✓

*Letter grades of "D" or "F" in any nursing or cognate courses will constitute a course failure.

**Failure can be used to show both failure of course or unsatisfactory grade.

Leave of Absence (LOA)

A Leave of Absence (LOA) may be granted for medical reasons or personal situations. A request for a LOA must be submitted in writing to the Registrar and include a student signature and date.

The LOA for students may not exceed one hundred and sixty-six (166) days (excluding holidays and breaks designated in the Academic Calendar) in any twelve (12) month period.

Students taking a LOA need to be aware that not all classes are offered each quarter. Students who do not return to their program of study from an approved LOA will be considered as having withdrawn effective at the end of the first week of the quarter in which they were scheduled to return. A student should contact the financial aid office to determine eligibility for an LOA.

Military Leave of Absence

For those being inducted by active military service, requests must be accompanied by a copy of military orders indicating the induction date. Requests should be submitted to the Registrar and a leave of up to one year may be granted. In case students are called for active military service, the College will authorize withdrawals throughout the quarter. Students will retain their catalog rights and can register for subsequent quarters without proceeding through the normal admissions process. Under the 180-day LOA limitation (Subsection (a)(2)(B) of 484B, Higher Education Act of 1965 (20 U.S.C. 1091b) the student shall not be treated as withdrawn unless the student fails to return upon the completion of the leave of absence.

Termination before Completion

A student who wishes to withdraw from Platt College during his/her program should meet with the Registrar. It is expected that students will complete a *Request to Permanently Withdraw from Degree Program* and a *Student Exit Checklist*. Students are also required to notify the Financial Aid Office when a change of status occurs (ex: change in name, address, phone number, attendance, tuition aid eligibility or any other item that may have an impact upon completion of the student's education.)

Reestablishment of Eligibility Process

Students who wish to initiate a review of any type of concern or complaint regarding the SAP policy shall use the *Informal Complaint Procedure* within Policy 02:16:00 *Grievance*.

Revised: January 4, 2011, December 1, 2012 to eliminate The School of Design, December 17, 2012 to include Military Leave of Absence

Students in the School of Nursing:

A School of Nursing student must maintain a minimum cumulative grade point average of 2.75 ("C"). Students' academic progress will be reviewed quarterly. The student must achieve a cumulative 2.75 grade point average in order to attain Satisfactory Academic Progress and graduate with a Platt College degree.

A School of Nursing student whose cumulative grade point average drops below 2.75 at the end of the quarter will be placed on academic warning, probation, or temporary suspension. Students who are placed on academic warning, probation, or temporary suspension will be notified in writing by the Registrar. After notification, the student must make an appointment with the Associate Dean, School of Nursing for advisement.