

Addendum # 13 Title Satisfactory Academic Progress Policy

Trinity Health System School of Nursing

2025-2026 Catalog

Original Catalog Published: October 2025

Addendum Approved by J. Duska Date: 9/10/2026

Addendum Published Date: 9/14/2026

Catalog Addendum Purpose:

Update the Satisfactory Academic Progress Policy

Catalog Addendum Effective Date:

Immediately

Catalog Addendum: (List the detailed changes to the catalog, i.e. updated curriculum grid, updated tuition or fee, updated policy, etc)

See attached policy

The above information replaces, supplements, or updates the corresponding section(s) of the 2025-2026 Catalog on page(s) (list the page number(s) to which the addendum specifically applies)

p. 59-63

Satisfactory Academic Progress (SAP)

Federal regulations require all educational institutions that administer Title IV funds to monitor the academic progress of those students applying for or receiving federal student aid. Trinity School of Nursing will measure the satisfactory academic progress of students receiving financial aid at the end of each semester that a student attends, including the summer sessions. Federal regulations require that the student's entire Trinity School of Nursing record be reviewed for satisfactory academic progress, including terms for which the student did not receive financial aid. A break in enrollment does not reset a student's status under the Satisfactory Academic Progress policy.

1. Financial Aid Standards of Satisfactory Academic Progress (SAP) are measured using the following criteria:

a. Grade Point Average (Qualitative Standard) Students must maintain a minimum cumulative 2.0 grade point average (GPA). Transfer credit hours will not be included in the qualitative GPA calculation. If a course is repeated, the grade earned during the retake will be the grade used to calculate GPA and the prior grade(s) for the course will be excluded from the calculation. Grades of A, B+, B, C+, C, D+, D, and F are included in the calculation of GPA. A student's GPA is also evaluated at the end of the student's second academic year to ensure the student's GPA is consistent with graduation standards (i.e., 2.0) as required under federal law.

b. Completion of Attempted Credit Hours (Quantitative Standard/Pace) – Students must cumulatively complete 67% of all hours attempted (the number of credit hours earned divided by the number of credit hours attempted). Grades of A, B+, B, C+, and C will count as both attempted and earned hours. Grades of D+, D, F, I, W, WP, and WF are counted as attempted hours, but do not count as earned hours. If a student repeats a course, all attempts of the course are included in the pace calculation. Transfer credits that have been accepted count as both attempted and earned credit hours. Aside from pace requirements described here, students must complete, with a C or above, 100% of all credit hours attempted each semester/session in order to progress to the next semester/session. Please see the Progression Policy on page 3-7 of Student Handbook.

c. Maximum Time Frame – A student becomes ineligible under the maximum timeframe component at the point it becomes mathematically impossible for the student to complete the program within 150% of the length of the program in credit hours. A student in the Class of 2018 and beyond must progress adequately to complete the program within 100.5 attempted credit hours to be meeting this standard. Repeated coursework, withdrawals, courses taken in the summer sessions, and transfer credits that have been accepted at Trinity School of Nursing will count towards maximum time frame.

In the event a student previously attended Trinity School of Nursing within a different curriculum prior to a curriculum revision, courses attempted or completed in the old curriculum will not count toward the Satisfactory Academic Progress determination unless those courses are accepted for credit in the revised curriculum.

2. Financial Aid Warning – A student who does not meet Satisfactory Academic Progress Standards will be placed on Financial Aid Warning. Students who do not meet the maximum timeframe standard cannot be placed on Financial Aid Warning and must successfully appeal to regain Title IV eligibility (see SAP Appeal Process below). The student will receive written notification of the Financial Aid Warning within one week of the end of the semester/session.

The student on Financial Aid Warning may continue to receive Title IV aid for one semester/session. If the student meets Satisfactory Academic Progress standards after that semester/session, they will retain Financial Aid eligibility. If after one term on Financial Aid Warning the student fails to meet the Satisfactory Academic Progress standards, the student will not be eligible for federal and state financial aid until Satisfactory Academic Progress has been achieved. Within one week of the end of the semester/session, a student that is not meeting Satisfactory Academic Progress will receive a letter notifying them that they have not met Satisfactory Academic Progress and therefore have lost financial aid eligibility. The letter will also outline the steps the student can take to retain or regain federal and state financial aid eligibility.

The student may appeal the grades that caused him or her to fail to meet Satisfactory Academic Progress by following the Student Grievance/Appeals Process. If the outcome of the appeal is that the student's grade is changed, thereby allowing the student to meet Satisfactory Academic Progress, the student will retain financial aid eligibility and be able to continue in the program. If the outcome of the appeal is that the student's grade is not changed, then the student will not be eligible for federal and state financial aid until Satisfactory Academic Progress has been achieved.

To regain financial aid eligibility, a student may do either of the following:

1. Continue enrollment and pay for courses without federal or state financial aid until the requirements of Satisfactory Academic Progress have been met.
2. Have a SAP appeal approved. SAP appeals must be submitted in the manner outlined below.

3. SAP Appeal Process and Regaining Eligibility - A student who wishes to appeal an unsatisfactory academic progress determination due to GPA, completion of attempted credit hours, or maximum timeframe must submit a SAP Appeal Form to the Coordinator of Student Affairs within the first 7 business days of the subsequent semester/session. SAP appeals are reviewed by the SAP Appeal Committee based on extenuating circumstances such as, but not limited to, serious illness or injury involving the student or family member, death of a family member, or other circumstances beyond the student's control that prevented them from achieving Satisfactory Academic Progress. The student's appeal must explain what has changed in his or her situation that will allow the student to demonstrate Satisfactory Academic Progress at the next evaluation. Each student's circumstance is reviewed on an individual basis. Students may be required to submit documentation related to the circumstances of their appeal (if applicable).

The SAP Appeal Committee will review the appeal and determine whether granting the appeal is justified. The student will be advised in writing of the decision within 7 business days of the submitted appeal. The following outcomes may occur from a SAP appeal.

1. The SAP appeal is approved and the student is placed on Financial Aid Probation. Financial Aid Probation applies only to a student who has failed to meet SAP standards and has had an appeal approved by the SAP Appeal Committee. The student on Financial Aid Probation will be placed on an Academic Plan. An Academic Plan is always required if a student will require more than one payment period to meet the standards of Satisfactory Academic Progress. The student will be required to meet with his or her academic advisor to develop an academic plan that will set goals for each semester/session to make progress towards meeting SAP standards. The student must

meet these goals each semester/session to continue to be eligible for federal and state financial aid until the student is meeting Satisfactory Academic Progress. If the student does not meet the goals set for each semester/session, the student becomes ineligible for federal and state financial aid, and must submit a new SAP appeal or pay for courses each semester/session, without federal or state financial aid, until SAP standards are met.

2. SAP appeal is not approved. If a student's SAP appeal is not approved, the student may choose to continue enrollment and pay for courses without federal or state financial aid until the requirements for Satisfactory Academic Progress are met, provided the student meets all other requirements for enrollment, including the Progression Policy.

Withdrawal – Withdrawals from a course (either withdrawn/passing or withdrawn/failing (W, WP, WF)) are counted in the credits attempted and the maximum time frame. They are not calculated in the cumulative GPA.

Audits – Audited classes receive no credit and do not influence grade point average. They are not counted in credits attempted and are not eligible for financial aid. They are not counted toward maximum time frame.

Incomplete Classes - Incomplete grades given at the end of semester/session automatically convert to an "F" if the student does not complete the work by the beginning of the succeeding semester/session. These credits will be included in credits attempted and the maximum time frame. Incomplete grades are not included in the calculation of GPA until an earned letter grade is assigned. If a student completes the required work before the beginning of the next semester/session, the grade of I will be changed. The Office of Admissions and Financial Aid will be notified of the grade change by the lead instructor of the course in which the student received the incomplete grade.

Repeat Courses – Students who fail a course and are readmitted to the program may repeat the course and receive financial aid for the course. Readmitted students who have successfully passed a course may request to repeat the course one time and receive Financial Aid funds to pay for the course. All repeated courses are counted in the credits attempted and the maximum time frame. Only the most recent repeat of a course in which a grade was earned is included in the calculation of grade point average.