

SATISFACTORY ACADEMIC PROGRESS (SAP) POLICY

NIMAA has established standards of Satisfactory Academic Progress (SAP) that include qualitative and quantitative components in incremental measures of progress. These requirements apply to all students (full or part-time). The program has 960 hours and 29 weeks of instruction, which is also the defined enrollment period.

The program consists of an Introduction to Clinic week (Week 1), followed by four 7-week blocks, with a break after each block. Students will be evaluated for advisement at the end of each block (weeks 8, 15 and 22). At the end of week 15 (52% through the enrollment period), the NIMAA Associate Director of Education will review the student's academic history for cumulative GPA, externship hours, and skills completion to determine whether the student can mathematically achieve the minimum required SAP for graduation. Withdrawal and/or dismissal will be discussed with students who will not be able to meet the minimum requirements by graduation.

Students bear the primary responsibility for their own academic progress and for seeking assistance when experiencing academic difficulty. At all times, students can see their course grades and cumulative GPA in the Student Information System. Academic advisement and remediation assistance are both available.

Component	Standard	Description and Pace Requirement
Cumulative GPA	2.0 or higher	A minimum grade of C or better (73% or higher) in the program overall (see Grading Policy)
Externship Hours	Pass	240 on-site externship hours, with a required minimum of 60 hours per block
Skills Completion	Pass	Passing score in skills-sign off demonstration of all mandatory core skills by the end of the program. Students must achieve an 85% or higher on each core skills demonstration to pass that skill.

All students who have met SAP are qualified to take the credentialing exam.

Qualitative Standard

CGPA

All students are required to meet the minimum cumulative grade point average (CGPA) shown in the above SAP chart. As they proceed through the program, students will be able to view in the Student Information System their in-progress letter and percentage grades, utilizing the official grading scale. The CGPA is updated only after each course in the program is finalized. Course finalization occurs the Thursday following the final due date for all graded assignments in a course (see [Course Descriptions](#) for the weeks in which each course takes place throughout the program). Grades of "A", "B", "C", "D", "F", and "P", will be included in the CGPA calculation. (See [Grading System](#) for more information regarding how specific grades are calculated in determining the Qualitative Standard.)

Quantitative Standard

Pace

In addition to the CGPA requirements, a student must successfully complete a minimum percentage of the externship hours required and complete a minimum percentage of online work at specific points in the program to maintain Satisfactory Academic Progress. These rates of progress are outlined, along with the CGPA requirements, in the table above. As with the CGPA requirements, the quantitative standard (Pace) will be reviewed at the end of each block to determine if the student is progressing satisfactorily.

While student progress is reviewed at the end of each block, the official SAP calculation will occur at the scheduled end of the payment period, which is 481 hours and 15 weeks.

Maximum Timeframe

The Pace requirements are to ensure that students are progressing at a rate at which they will complete the program within the maximum time frame. The maximum time frame for a program measured in clock hours is a period no longer than 150% of the program length in clock hours for the online coursework and 150% of the program length for externship hours required. Students will, at a maximum, need to complete their graduation requirements within 43.5 weeks or 1440 clock hours.

Effect of SAP on Academic Progress

Educational Monitoring of SAP

The NIMAA Education team will monitor student SAP to identify needed improvement and assistance and to ensure the student will meet graduation requirements.

Academic Warning and Probation

Students will be evaluated against the GPA standard as follows:

- Students with a failing cumulative GPA of 1.0-1.94 at the end of any block (week 8, week 15, or week 22) will be placed on Academic Warning. If the student does not successfully come off of Academic Warning at the end of the next block (week 15 or week 22), the student will remain on academic warning.
- Students with a failing cumulative GPA below 1.0 at the end of any block will be placed on Academic Probation.
- At the end of each block, the instructional team will evaluate whether the student can mathematically pass the program with a passing cumulative GPA of 2.0 or higher, based on potential scores in the remaining weeks. Students who will not be able to meet the standard will be referred to the Associate Director of Education for dismissal for failure to meet the standard of Satisfactory Academic Progress.

At such time the student is placed on Academic Warning or Academic Probation, the student will be advised in writing of the status, the consequences of not meeting the SAP standards, and the requirements to be removed from Academic Warning or Academic Probation. The length of an academic warning or probation period is a maximum of one block. If the SAP standards are met at the end of the block, the student will be removed from warning or probation. If the student has not achieved the SAP standard, they will be referred to the Associate Director of Education for possible dismissal for failure to meet the Satisfactory Academic Progress standard.

Financial Aid Suspension

A Student's Title IV eligibility may be affected by their SAP (Academic Warning or Probation) status.

Federal Financial Aid is disbursed to students on a schedule that ensures fairly even distribution over the course of an academic year. This distribution is based on divisions of the year into payment periods. In NIMAA's case, there are two payment periods (weeks 1 through 15 fall in payment period 1, and weeks 16-29 fall in payment period 2.)

- If a student is not meeting SAP at the end of Payment Period 1 (Week 15), they will be placed on Financial Aid Suspension. No financial aid will be disbursed to a student on financial aid suspension. A student on Financial Aid Suspension will be sent an email explaining their status and steps for appeal. A student must file a Financial Aid/SAP appeal. The appeal must be approved for Title IV funds to be disbursed for the second payment period. If the student does not wish to file a Financial Aid appeal, but is allowed to continue through the program, the student will no longer be eligible for Title IV Aid.
- While on Financial Aid Suspension, the student must seek to correct their academic deficiencies.

Appeals to Dismissal for Failure to Meet SAP

A student may appeal dismissal for failure to meet the SAP standard. See the [Appeals Policy](#).

In order to assure that the student's educational objectives and SAP requirements are met, the Associate Director of Education and the student's instructor will closely monitor the student's progress.

- If the SAP standard is achieved at the completion of the second probation period, the student will be removed from Academic Probation.
- If the SAP standard is not achieved by the completion of the second probation period, the student may be dismissed. The student may apply for re-admission following NIMAA's [Re-Admittance Policy](#).
- If the appeal is denied, the student will be dismissed.

Financial Aid Ineligibility Appeals Policy

A student may appeal the Financial Aid ineligible decision if they have a reason for not making satisfactory progress and if they can document that the circumstances that caused the unsatisfactory academic progress determination have in some way changed and that the Satisfactory Academic Progress standard can be met by the end of the next evaluation period.

A student has five calendar days from the date of notification that they are not meeting the satisfactory progress determination to appeal the unsatisfactory academic progress determination.

The student must submit a written appeal to the school's financial aid office describing why they failed to meet Satisfactory Academic Progress standards, along with supporting documentation of the reasons why the determination should be reversed. This information should include what has changed about the students'

situation that will allow them to achieve Satisfactory Academic Progress by the next evaluation point.

The reasons for which a student may appeal a negative progress determination include death of a relative; an injury or illness of the student; a student's disability; or any other allowable special or mitigating circumstances.

The Appeal documents will be reviewed and a decision will be made and reported to the student within 15 calendar days. The appeal and decision documents will be retained in the student's file. If the student prevails upon appeal, the Satisfactory Academic Progress determination will be reversed and Federal Financial Aid will be reinstated, if applicable. If the appeal is granted, the student status will be changed from Financial Aid Suspension to Financial Aid Probation, subject to any conditions contained in the notice of the outcome of the appeal.

Graduation Requirements

The following requirements must be met for a student to graduate from the Medical Assistant program at NIMAA:

- Successful completion of all program courses, core skill competencies, and hours (to include online work and externship hours)
- Certificates and transcripts will only be issued to students in good financial standing, except as noted in the Missed/Late payment section.