

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. SAP is measured both for academic advisement purposes and for financial aid purposes. The academic requirements apply to all students (full or part-time), and the financial aid requirements apply to all students receiving federal student aid funds. The program has 960 clock hours and 29 weeks of instruction, with an Introduction to Clinic week (Week 1), followed by four 7-week blocks, with a break after each block.

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.

Evaluation Points

For academic and advisement purposes, students are evaluated at the end of each block (weeks 8, 15, and 22).

For financial aid purposes, SAP is measured at the midpoint of the program in which the student successfully completes 480 clock hours of instruction, which generally occurs at week 15 if the student passes all coursework up to that point. A successfully completed course is one in which the student earns a passing grade of 73% or better.

SAP Evaluation

For academic and advisement purposes, the SAP evaluation at the end of each block only includes a review of the student's cumulative GPA.

For financial aid purposes, all SAP measurements are evaluated at the program midpoint evaluation point. The NIMAA Associate Director of Education reviews each SAP requirement to determine whether the student meets the minimum SAP standards.

If the student does not meet the minimum SAP standards, the student is subject to sanctions, up to withdrawal and/or dismissal.

Minimum SAP Standards

Component	Standard	Description
Cumulative GPA	2.0 or higher	A minimum cumulative grade point average of 2.0 or 73% in the program overall (see Grading Policy)

Component	Standard	Description
Pace	67% or higher	The student must successfully complete 67% of all attempted clock hours; and complete a minimum of 60 externship hours each 7-week block
Maximum Timeframe	150%	The student must complete their program within 150% of the program clock hours

Qualitative Standard

CGPA

All students must meet the minimum cumulative grade point average (CGPA) shown in the above SAP Standards chart. As they proceed through the program, students are able to view their in-progress letter and percentage grades, utilizing the official grading scale in the Student Information System. The CGPA is updated after each course in the program is completed. Course completion or finalization occurs on Thursday following the final due date for all graded assignments in a course (see *Error! Reference source not found.* for the weeks in which each course takes place throughout the program). Grades “A,” “B,” “C,” “D,” and “F” are included in the CGPA calculation. Grades “A,” “B,” “C,” and “P” are considered passing grades. Grades of “C-,” “D,” and “F” are considered failing grades.

Quantitative Standard

Pace

In addition to the CGPA requirements, a student must **successfully** complete (a passing grade) a minimum percentage of their attempted clock hours and a minimum number of externship hours at the midpoint evaluation. This evaluation measures the number of successfully completed clock hours to the number of clock hours attempted. Note that the clock hours are only earned if the student receives a passing grade. The required Pace rates are outlined in the table above.

Maximum Timeframe

The Pace requirements are to ensure that students are progressing at a rate at which they can 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 program clock hours. Students will, at a maximum, need to complete their graduation requirements within 43.5 weeks or 1440 attempted clock hours. If, at any point, it becomes mathematically impossible for the student to complete within this maximum timeframe, the student will be withdrawn from the program.

SAP Treatment of Certain Grades

Type	Letter Code	Counted in CGPA	Counted as Attempted Hours in Pace
Incomplete	I	No	No
In Progress	IP	No	No
Withdrawn	W	No	Yes
Transfer Credit	TC	No	Yes
Repeat	R	No	Yes
Pass/Fail	P or F	No	Yes

SAP Sanctions

Academic Warning, Probation, and Dismissal

Students not meeting the required CGPA standard after a block in good SAP standing are placed on Academic Warning for the following block. At the end of a block on Academic Warning, if the student has not met the minimum CGPA, the student is then placed on Academic Probation for one additional block.

If the SAP standards are met at the end of the block on warning or probation, the student is returned to good SAP standing. If the student has not achieved the SAP standard at the end of the Academic Probation block, they are referred to the Associate Director of Education for possible dismissal for failure to meet the Satisfactory Academic Progress standard. A student subject to an Academic Dismissal has the ability to submit an appeal of this status.

Financial Aid Suspension

Title IV-recipient students not meeting the minimum SAP standards at the financial aid evaluation point are placed on Financial Aid Suspension. This means the student may not receive an additional financial aid disbursement for the second half of the program, but the student can appeal this suspension and reinstate their aid. A successful appeal must be based on extenuating circumstances.

A student on Financial Aid Suspension is sent an email explaining their status and steps for appeal. If the student does not wish to file an appeal but is allowed to continue through the program, the student will no longer be eligible for federal financial aid and must obtain alternative funding.

Appeal Process

A student subject to a first instance of a SAP Academic Dismissal or Financial Aid Suspension can appeal this status by utilizing the following appeal process within five calendar days from the date of notification by providing the following information to the school's Financial Aid Office.

The appeal documentation must describe why the student failed to meet Satisfactory Academic Progress standards, along with supporting documentation. This information should also include what has changed about the student's situation, allowing them to return to good SAP standing by the next evaluation period.

The reasons for which a student may appeal a negative progress determination include the death of a relative, an injury or illness of the student, a student's disability, or other unexpected emergency or mitigating circumstances.

The Appeal documents are reviewed, and a decision is made and reported to the student within 15 calendar days. The appeal and decision documents are retained in the student's file.

Outcome of Academic Dismissal Appeal

If the academic SAP appeal is approved, the student is given the ability to attempt a second Academic Probation block. However, the student must return to good SAP standing at the end of the second Academic Probation block, or the student is again subject to Academic Dismissal without the ability to appeal. The student must also adhere to any terms and conditions contained in the approved appeal.

If the SAP appeal is denied, the Academic Dismissal stands. The student may apply for re-admission following NIMAA's *Re-Admittance Policy*.

Outcome of Financial Aid Suspension Appeal

If the student prevails upon appeal, the Financial Aid Suspension determination is reversed, and federal financial aid is reinstated for one payment period under the Financial Aid Probation status.

If the SAP appeal is denied, the Financial Aid Suspension stands. If the student remains enrolled, they must obtain another source of funding to cover their remaining tuition and fees.

SAP Notifications

Students who are subject to SAP sanctions will receive an email notification. The notice contains the requirements to return to good SAP standing and the consequences of not meeting the SAP requirements by the next evaluation point. Students are also notified in writing of their right to appeal a SAP-based suspension or dismissal and the outcome of any appeal proceeding.

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 with a passing grade
- Successful completion of all core skill competencies with an 85% or higher
- Completion of at least 90% of online work clock hours
- Completion of all of the 240 externship hours,
- Cumulative GPA of 73% for all courses attempted and completed