

# **SATISFACTORY ACADEMIC PROGRESS (“SAP”) POLICY**

*Approved by Administrative Council 3/23/17*

*Effective date 3/23/17*

In order to maintain eligibility for Title IV financial aid, students must meet specific qualitative (pace of completion) and quantitative (Pass/No-Pass) measures, and complete their program of study within a reasonable period of time. This policy applies to all students (those who receive Title IV financial aid as well as those who do not). For those students who receive federal financial aid, it is critical to understand that failure to meet the minimum standards under SAP may lead to termination of eligibility for financial aid.

Each student’s SAP status will be measured on both pace of completion and Pass/No-Pass status at the end of each payment period (“measurement point”). The end of each payment period generally coincides with the tuition due dates on your Registration and Payment Agreement as well as the disbursement dates of your federal student loans.

## **PACE OF COMPLETION**

In order to meet the qualitative measure of SAP, you must maintain a minimum pace of completion of at least 65% for all graduate level programs. Undergraduate programs require a minimum pace of completion of at least 70%. Pace of completion is determined by dividing your cumulative credits earned by the cumulative number of attempted credits. For example, if you have earned 42 credits and attempted 50 credits, your pace of completion would be 84% ( $42 / 50 = 0.84$ ). The following grids illustrate the minimum cumulative number of credits that must be earned at the end of each academic year for full-time students, as well as the standard number of credits that are attempted each academic year by program. Part-time minimums for the MBA program will be prorated based on the student’s enrollment status (e.g.,  $\frac{3}{4}$  time, half time, etc.).

<b>Pharmacy</b>	Cumulative Credits Attempted	Cumulative Credits Earned to
P1 Year	66	46
P2 Year	137	89
P3 Year	179	116

<b>AEODO/MBA</b>	Cumulative Credits Attempted	Cumulative Credits Earned to
R1 Year	98.5	64
R2 Year	214.5	139
R3 Year	289.5	188

<b>DMD</b>	Cumulative Credits Attempted	Cumulative Credits Earned to
D1 Year	59	38

D2 Year	147	96
D3 Year	245	159
D4 Year	320	208

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<b>MBA</b>	Cumulative Credits Attempted	Cumulative Credits Earned to
Payment Pd 1	18	12
Payment Pd 2	39	25

<b>ABSN</b>	Cumulative Credits Attempted	Cumulative Credits Earned to
1st Acad Year	39	27
2nd Acad Year	76.9	54

<b>RN to BSN</b>	Cumulative Credits Attempted	Cumulative Credits Earned to
Payment Pd 1	16	11
Payment Pd 2	28	20

<b>BSN</b>	Cumulative Credits Attempted	Cumulative Credits Earned to
1st Acad Year	39	27
2nd Acad Year	72.2	51
3rd Acad Year	76.9	54

Blocks/courses with a grade of Incomplete (“I”) or Withdrawn (“W”) will be counted as attempted but not earned credits for purposes of measuring pace of completion. All repeated blocks/courses will be counted as attempted credits, but only successfully completed blocks/courses (i.e., passed blocks/courses) will count as earned credits. Roseman University does not offer remedial courses; therefore they have no impact on SAP. Transfer credits from other institutions are counted as both attempted and earned for purposes of determining pace of completion.

**PASS/NO-PASS**

Roseman courses are offered only on a Pass/No-Pass basis; therefore, no grade point average is calculated for students. In order to meet the quantitative measure of SAP, you cannot exceed the maximum number of blocks/courses with a No-Pass. For all graduate programs, you do not meet the minimum SAP standards if you have 6 or more cumulative blocks/courses with a No-

Pass in your program of study. Only the most recent Pass/No-Pass status of a repeated block/course is counted in the calculation of your Pass/No-Pass status. For undergraduate programs, you do not meet the minimum SAP standards if you have 2 or more blocks/courses with a No-Pass in your program of study.

### **WARNING AND TERMINATION UNDER SAP**

If at any measurement point you do not meet the stated minimum requirements, you will be placed in a SAP status of Warning. If you are in a SAP status of Warning at the time of your next measurement point and still do not meet the stated minimum requirements, your eligibility for federal financial aid will be terminated with the option to appeal. If however, you meet the minimum requirements at your next measurement point, your SAP status will change from Warning to Satisfactory.

### **APPEALS UNDER SAP**

Students who are terminated from federal financial aid for failing to meet the minimum requirements for SAP may have the option to file an appeal, seeking to reinstate financial aid eligibility. If a student's appeal is granted, that student will be granted a SAP status of Probation and must regain minimum satisfactory progress levels for both pace of completion and pass/no-pass status before the next required SAP measurement point. Additionally, the SAP Appeals Committee may impose additional conditions (i.e., an academic plan) on any student whose appeal is granted.

In order to file an appeal following a SAP termination, a student must submit a written appeal to:

SAP Appeals  
Committee Financial  
Aid Office  
11 Sunset Way  
Henderson, NV  
89014  
[financialaid@roseman.edu](mailto:financialaid@roseman.edu)

Appeals may be submitted via postal mail, e-mail or in-person and must be submitted within 60 days of the notification that federal financial aid was terminated. All appeals must include a detailed explanation which includes 1) the reason for the appeal (for example, the death of a relative, an injury or illness, or other special circumstances), 2) any changes the student has made that will allow him or her to be successful, and 3) any additional information the student believes is relevant to the Committee's decision.

The Committee will issue a written decision via postal mail and e-mail, including any and all conditions of the decision, to the student. All decisions of the SAP Appeals Committee are

final. If your appeal is approved, the decision is effective only for the current payment period and is not retroactive to any prior periods. If your appeal is denied, you may choose to apply for a private alternative loan until you have met the SAP minimum requirements.

### **MAXIMUM TIMEFRAME**

The maximum timeframe to complete your program of study is 155% of the published length of your program for graduate programs and 145% of the published length of your program for all undergraduate programs. This means you can attempt no more than 155% or 145% (depending on program level) of the number of credits in your program of study.