Southern California University of Health Sciences
Satisfactory Academic Progress Policy

Satisfactory Academic Policy
The U.S. Department of Education (DoE) requires all colleges and universities, including SCU to define and administer Satisfactory Academic Progress (SAP) standards for students receiving Title IV Federal Financial Aid. SCU’s SAP policy for the Title IV students is the same as or stricter than the school’s standards for students enrolled in the same educational program who are not receiving Title IV aid. Students who do not maintain SAP ultimately will not be eligible to receive Federal Title IV, State and other financial aid. Federal Title IV financial aid includes Pell grants, Subsidized, Unsubsidized Direct Loans, Graduate Plus Loans and Federal Work Study. Aid recipients must maintain sufficient progress, as outlined below, to ensure successful completion of their educational objectives.

If a student does not meet satisfactory academic progress at the end of an enrolled term, the student will be given one term (warning period) to make the required progress. If progress isn’t made by the end of the warning period, then the student would be denied aid. At that point, there will be an appeals process available for extenuating circumstances. SAP is measured by both qualitative and quantitative standards. In order to maintain satisfactory academic progress, students are required to meet both standards.

Qualitative Measure
Academic Standing/GPA Standard- Students must remain in good academic standing to meet the GPA Standard. Good Academic Standing is defined as maintaining a minimum cumulative GPA of 2.00. GPA’s are reviewed at the end of each trimester.

Quantitative Measure - Course Completion and Maximum Timeframe
To continue to be eligible for financial assistance, a student must complete a minimum number of credit hours each trimester based on his or her enrollment status. Hours classified as incomplete, failing, audit, unsatisfactory, or withdrawal do not constitute successful course completion and do not count towards fulfillment of the course completion requirement. (Please see course syllabi for passing grade course requirements.) Successful completion of repeated courses will be counted toward the earned hours requirements. Grades of passing, satisfactory, or deferred, and units earned for lecture/performance series constitute successful completion. If applicable toward a degree at SCU, transfer hours earned during the current term or academic year from another university may be considered toward the course completion requirement but may not be considered in computing the cumulative grade point average. Also, to satisfy the course completion requirement, at the end of each term in which a student is enrolled, the student’s cumulative completed hours divided by cumulative attempted hours must equal at least 67%. Students who are receiving financial aid are expected to complete all requirements within a maximum time frame of attempted program hours, and maintain sufficient progress to complete their particular program within a reasonable timeframe.

Probationary Period and Denial of Financial Aid
Students not meeting the minimum standards for satisfactory academic progress will be notified in writing and will be placed on financial aid warning for the subsequent trimester. Students will be eligible to receive financial aid during this warning period. The student’s progress will be reviewed again at the end of the warning trimester. If the student fails to meet GPA or course completion requirements at the

Revised May 2015
conclusion of his/her warning trimester, the student will be denied financial assistance (including federal student loans) for subsequent enrollment periods.

**Appeals**
Students may be given the opportunity to appeal the determination that they are not meeting the satisfactory academic progress standards and the financial aid suspension. Appeals for regaining eligibility are based on extenuating circumstances. Examples of extenuating circumstances include, but are not limited to: injury; extended illness; death of an immediate family member or a one-time extenuating or unusual circumstance. The student must obtain, complete, and submit, along with any supporting documentation, an SCU Satisfactory Academic Progress Appeal Form and submit it to the Financial Aid Office.

**SAP Appeal Procedures**
If the student has experienced unusual circumstances that have negatively affected his or her academic progress, a written appeal may be submitted once the student receives notification of denial. The appeals process is reserved for situations largely outside the student's control, such as family catastrophe, illness, or other unusual circumstances. If a student chooses to appeal the denial of financial aid, the student should contact One Stop Enrollment Services using the SAP Appeal Form. These forms gather information about the student's unusual circumstances and how the situation has been resolved. The student will also be required to provide supporting documentation from doctors, ministers, counselors, etc., as well as a letter of reference from a University faculty member. Given the importance of such an appeal, original materials must be submitted in person. Faxed forms will not be accepted. Appeals should be submitted to the Office of Financial Aid. It is the student's responsibility to ensure that the appeals form, supporting documentation, and letters are received by the required deadline. All appeals materials must be received by the Office of Financial Aid by the close of business seven working days, after receipt of the notice of suspension. The basis for appeals should be related to mitigating circumstances such as injury to the student, illness of the student, death or illness of a relative of the student, or other special circumstances. If these mitigating circumstances exist, the student should appeal the Financial Aid Suspension. The Office of Financial Aid will then present the appeals to the Academic Review Committee (ARC). Should the appeal be denied, the student has the right to make an appearance before the committee if desired. All appeals may be made no later than week 1 of the following trimester.

The ARC is comprised of: the Dean of the College of Eastern Medicine (CEM), the Dean of the Los Angeles College of Chiropractic (LACC), and the Interim Dean of the College of Science and Integrative Health, the Academic Advisor for (CEM), Academic Advisor for (LACC), SCU Registrar, the Director of One Stop Enrollment Services, the Director of Student Affairs, the Director of Learning Resource Center (LRC), and the Learning Specialist. This committee ensures that all students maintain Satisfactory Academic Progress in accordance with the U.S. Department of Education legislative changes effective 7/1/2011. The ARC is responsible for conducting end of term reviews of students that are at risk of failing to make SAP. Satisfactory Academic Progress is measured at the end of each academic term/payment period in accordance with SAP Policy to ensure federal compliance and dissemination to students.

If the Committee approves a student’s appeal, he/she may be placed of financial aid probation and/or an academic plan will be created for the student in order to regain a good standing in SAP. The academic plan must be followed during probation, and must detail how the student can achieve a minimum cumulative GPA of 2.00. The plan may require the student to take fewer courses/clock hours. If at any time during probation it is determined that a student cannot successfully fulfill the probation

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requirements, he/she will be suspended from receiving financial aid. If the ARC determines that a student may have difficulty meeting the SAP requirements in a subsequent term, an academic plan will be created for him/her in order for them to regain a good standing in SAP. This plan may require the student to take fewer courses or specific courses over one or more trimesters. At any time during a student’s probation, if it is determined that he/she cannot successfully fulfill the probation requirements; they will be suspended from receiving financial aid. If the student is suspended from receiving federal aid, he/she may apply for a private loan.

Regaining Financial Aid Eligibility
Students who have lost eligibility for financial aid due to lack of satisfactory academic progress can be reinstated by successfully completing sufficient units to meet the desired standards. The student must notify the Financial Aid Office once the units have been completed.

Financial Aid Disqualification
Students who fail to meet the minimum standards of the Satisfactory Academic Progress Policy are no longer eligible to receive financial aid at SCU.

Standards by Program

Doctor of Chiropractic, Doctor of Acupuncture and Oriental Medicine

- Qualitative Measurement – GPA Standard 2.0
- Quantitative -Maximum time frame is 6 years from initial matriculation.

Master of Acupuncture and Oriental Medicine

- Qualitative Measurement – GPA Standard 2.0
- Quantitative -Maximum time frame is 5 years from initial matriculation.

Bachelor Degree in Biological Sciences

- Qualitative Measurement – GPA Standard 2.0
- Quantitative -Maximum time frame is 6 years from initial matriculation.

Ayurveda Wellness Certificate Program

- Qualitative Measurement – GPA Standard 2.0
- Good Academic Standing is defined as maintaining a minimum cumulative GPA of 2.00. The student’s cumulative GPA will be measured after the student has attempted 301 clock hours. The certificate program is 600 total clock hours.
- Quantitative Measure - Course Completion and Maximum Timeframe
- To remain eligible for financial assistance, a student must complete a minimum number of clock hours each payment period based on his or her enrollment status. The academic year is defined as 45 weeks. (A payment period is defined as 301 attempted clock hours and 22.5 weeks.) A student must successfully complete 67% or 201.67 clock hours in 3 increments to maintain SAP

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requirements. An increment is defined as 22.5 weeks. Clock hours classified as incomplete, failing, audit, unsatisfactory, or withdrawal do not constitute successful course completion and do not count towards fulfillment of the course completion requirement. Successful completion of repeated courses will be counted toward the earned hours requirements. Grades of passing, satisfactory, or deferred, and units earned for lecture/performance series constitute successful completion. If applicable toward a Certificate at SCU, transfer clock hours earned during the current term or academic year from another college may be considered toward the course completion requirement but may not be considered in computing the cumulative grade point average. Also, to satisfy the course completion requirement, at the end of the 1st payment period, 22.5 weeks and 301 clock hours, the student’s cumulative completed hours divided by cumulative attempted hours must equal at least 67%. Students who are receiving financial aid are expected to complete all requirements and maintain sufficient progress within a maximum time frame of attempted program clock hours. The 150% Maximum timeframe in weeks is 67 and the maximum number of attempted clock hours is 900.

Ayurveda Practitioner Certificate Program

- Qualitative Measurement – GPA Standard 2.0
- Good Academic Standing is defined as maintaining a minimum cumulative GPA of 2.00. The student’s cumulative GPA will be measured after the student has attempted 450 clock hours. The certificate program is 900 total clock hours.
- Quantitative Measure - Course Completion and Maximum Timeframe
- To continue to be eligible for financial assistance, a student must complete a minimum number of clock hours each payment period based on his or her enrollment status. The academic year is defined as 45 weeks. (A payment period is defined as 450 attempted clock hours and 22.5 weeks.) A student must successfully complete 67% or 301.5 clock hours in 3 increments to maintain SAP requirements. An increment is defined as 22.5 weeks. Clock hours classified as incomplete, failing, audit, unsatisfactory, or withdrawal do not constitute successful course completion and do not count towards fulfillment of the course completion requirement. Successful completion of repeated courses will be counted toward the earned hours requirements. Grades of passing, satisfactory, or deferred, and units earned for lecture/performance series constitute successful completion. If applicable, toward a Certificate at SCU, transfer clock hours earned during the current term or academic year from another college may be considered toward the course completion requirement but may not be considered in computing the cumulative grade point average. Also, to satisfy the course completion requirement, at the end of the 1st payment period, 22.5 weeks and 402 clock hours, the student’s cumulative completed hours divided by cumulative attempted hours must equal at least 67%. Students who are receiving financial aid are expected to complete all requirements and maintain sufficient progress within a maximum time frame of attempted program clock hours. The 150% Maximum timeframe in weeks is 67 and the maximum number of attempted clock hours is 1250.
Massage Therapy

- Qualitative Measurement – GPA Standard 2.0
  - Good Academic Standing is defined as maintaining a minimum cumulative GPA of 2.00. The student’s cumulative GPA will be measured after the student has attempted 402 clock hours. The certificate program is 803 total clock hours.
- Quantitative Measure - Course Completion and Maximum Timeframe
  - To continue to be eligible for financial assistance, a student must complete a minimum number of clock hours each payment period based on his or her enrollment status. The academic year is defined as 45 weeks. (A payment period is defined as 402 attempted clock hours and 22.5 weeks.) A student must successfully complete 67% or 267.67 clock hours in 3 increments to maintain SAP requirements. An increment is defined as 22.5 weeks. Clock hours classified as incomplete, failing, audit, unsatisfactory, or withdrawal do not constitute successful course completion and do not count towards fulfillment of the course completion requirement. Successful completion of repeated courses will be counted toward the earned hours requirements. Grades of passing, satisfactory, or deferred, and units earned for lecture/performance series constitute successful completion. If applicable toward a Certificate at SCU, transfer clock hours earned during the current term or academic year from another college may be considered toward the course completion requirement but may not be considered in computing the cumulative grade point average. Also, to satisfy the course completion requirement, at the end of the 1st payment period, 22.5 weeks and 402 clock hours, the student’s cumulative completed hours divided by cumulative attempted hours must equal at least 67%. Students who are receiving financial aid are expected to complete all requirements and maintain sufficient progress within a maximum time frame of attempted program clock hours. The 150% Maximum timeframe in weeks is 67 and the maximum number of attempted clock hours is 1200.