Satisfactory Academic Progress
For Degree Programs at SCU: Master’s of Acupuncture and Oriental Medicine (MAOM) and Doctor of Chiropractic (DC).

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. The College’s SAP policy for 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 financial aid as well as State and other aid. Federal Title IV financial aid includes Pell Grants, Subsidized and Unsubsidized Stafford Loans, Graduate PLUS loan, and Federal Work-Study.

Aid recipients must maintain sufficient progress, as outlined below, to insure successful completion of their educational objectives.

2011-12 Monitoring and Appeals Policy

Beginning July 1, 2011, 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 Measurement – 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 SCUHS, 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. For the Doctor of Chiropractic degree, within six calendar years, beginning with initial matriculation; and within four and one third years beginning with initial matriculation for the Masters in Acupuncture and Oriental Medicine.

Normally, a student in the Doctor of Chiropractic degree will complete the academic program in either 10 trimesters or 12 trimesters, which equates to 3-1/3 or 4 calendar years. “Special Schedule” students are those whose unit loads per term will vary from the norm based on scheduling matters and/or transfer credit considerations. Exceptions will also be allowed in other mitigating circumstances.

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

Reinstatement

If a student is denied aid due to lack of progress, courses must be taken at the student's expense until the cumulative grade point average meets the requirement and/or the student has earned sufficient credit hours to make up for ALL prior course completion deficiencies.

Appeals Process and Form

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 CAOM, the Dean of LACC, the Academic Counselor of CAOM, Academic Counselor of LACC, the Registrar, the Director of One Stop, the Director of Student Affairs, the Director of Learning Resource Center, and the Learning Specialist. This committee ensures that all students maintain Satisfactory Academic Progress in accordance with the USDE 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 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 to receive a private loan.
Southern California University Of Health Sciences
Office of Financial Aid

Satisfactory Academic Progress Appeal Form
2011-2012 Academic Year

Section A: General Information

Please Print
Name: _________________________ ID Number____________________
Address: _______________________________________________________
Phone #: ____________________ Major: _________________________
Academic Advisor:______________

Section B: Reason(s) for an Appeal (Check all that apply)

_____Illness or injury-Provide supporting documentation of illness (Doctor’s letter
Hospital bill, etc.)

_____Extended illness or Death of an immediate family member-Please attach
appropriate documentation and/or program. Consideration will only be
given for immediate family member (parent(s), spouse, sibling or child.

_____Unusual Circumstances-Please provide details and documentation (if possible).
List the date(s) the circumstance(s) occurred: __________________

Section C: Letter of Appeal-Please attach a typed, detailed explanation of the
reason(s) that you would like for the Appeals Committee to consider.

Signature: __________________________ Date: ____________________

Return this form, your letter and supporting documentation no later than Week 16