

<b>Policy Title:</b>	Satisfactory Academic Progress (U.S.)		
<b>Category:</b>	<input type="checkbox"/> Institutional - Board	<input checked="" type="checkbox"/> Academic - Administrative	
	<input type="checkbox"/> Institutional - Administrative	<input type="checkbox"/> Employment - Administrative	
<b>Approved by:</b>	<input type="checkbox"/> Board	<input checked="" type="checkbox"/> President	
<b>Date approved:</b>	August 30, 2018	<b>Effective date:</b>	August 30, 2018
<b>Policy Sponsor:</b>	Vice President, Academic	<b>Date last reviewed:</b>	January 30, 2020
<b>Date of Mandatory Review (expiry date)</b>	January 2021	<b>Date of last revision of Procedures</b>	January 30, 2020

## 1 POLICY

All registered U.S. students at the Canadian Memorial Chiropractic College (CMCC) are required to maintain satisfactory academic progress (SAP).

Satisfactory academic progress will be assessed annually for all students at the end of the academic year and will be based on academic performance (GPA) and pace of progression toward the maximum program completion timeframe.

Failure to maintain SAP may result in loss of Title IV Federal Student Aid (FSA) eligibility.

## 2 PURPOSE

To clarify the relationship between U.S. students' academic progress and their eligibility for Title IV FSA.

## 3 SCOPE

All U.S. students registered in the Doctor of Chiropractic (DC) degree program.

## 4 INFORMATION AND COMPLIANCE PLANS (not a comprehensive list)

In accordance with CMCC's Program Completion - Undergraduate policy, the maximum timeframe for program completion in the Doctor of Chiropractic program cannot exceed five years, which is 125% of the scheduled length of the program in years.

In accordance with U.S. Department of Education Satisfactory Academic Progress (SAP) policy and CMCC's program completion and student promotion policies, students must fully complete a minimum of 80% of the course credits for which they are enrolled each year.

The pace of progression requirement is calculated as follows:

$$\frac{4 \text{ (scheduled length of program in years)}}{5 \text{ (maximum length of program in years)}} = 80\% \text{ Pace Requirement}$$

CMCC has two payment periods per year:

- The first payment period runs from the first day of the academic year until the day prior to the due date of the second tuition instalment.

- The second payment period runs from the due date of the second tuition instalment until the last day of the academic year.

## **5 RELATED POLICIES (not a comprehensive list)**

- Academic Appeals
- Academic Standing and Status
- Academic Withdrawal
- Examinations – Supplemental
- Grades
- Graduation
- Leave of Absence
- Part-time Student
- Program Completion – Undergraduate
- Return of Title IV Funds (R2T4) (U.S.)
- Student Promotion – Undergraduate
- Withdrawal and Refund

## **6 DEFINITIONS**

Academic Probation is the academic standing assigned at the end of the academic year when:

- a. the student's post-supplemental, cumulative end of year GPA is less than 2.00 but greater than 1.70, or
- b. the student fails one or more courses.

The Cumulative Grade Point Average (CGPA) is calculated over the entire academic program at CMCC and is used in determining promotion and awards.

Financial Aid Probation is the status assigned when a student has had their Title IV loan terminated due to failure to meet SAP requirements, and who has successfully appealed the decision on the basis of extenuating circumstances. Financial aid probation is valid for one payment period only.

Good Standing is the academic standing assigned at the end of the academic year when:

- a. the student has completed all course requirements and assessments, and
- b. the student has achieved a minimum post-supplemental, end of year GPA of 2.00.

Grade Point Averages (GPA) are weighted calculations based on the grades received and the credit values of the courses. The GPA is calculated at the end of each academic year and is determined by multiplying the grade point (related to the final mark) with the course credits for each course and dividing this sum by the total number of credits obtained. Failed courses are included in this calculation.

Withdrawn (Academic) is the status assigned when students are withdrawn from the program for academic or non-academic reasons, including but not limited to:

- a. the student in Year I, II or III and who, after supplemental privileges, fails a course(s) and whose post-supplemental yearly GPA is less than 1.70, or
- b. the student is on academic probation and fails to achieve and maintain a yearly GPA of 2.50 in the following year(s) until their cumulative GPA meets the 2.0 required for graduation.

**New Policy Approved (date):**

March 1, 2017 for use by Student Services  
August 30, 2018

**Policy Revision History (dates):**

-----**END OF POLICY**-----

## **7 PROCEDURES**

### **1. Quantitative measures for assessing SAP**

Students must complete their course at a pace which ensures they will graduate within the maximum timeframe of five years. Students must maintain continuous status of either full-time, part-time, or leave of absence within the provisions of the program completion policy which cannot exceed five years. Students who receive federal student loans must be studying at least half-time in order to remain eligible for federal funding.

In accordance with the pace of progression requirement, students must successfully complete a minimum of 80% of the course credits in which they are enrolled each year.

Students who receive Title IV funding must meet the enrollment status and pace of progression requirements outlined above, as well as the qualitative measures outlined below, in order to remain eligible for FSA. Failure to do so will result in termination of the student's federal student loan.

### **2. Qualitative measures for assessing SAP**

The Registrar reviews all final grades and will assign an academic standing for each student upon completion of each academic year, or when the student leaves the program (i.e., withdrawal, suspension, leave of absence). The academic standing will be denoted on the grade report/transcript as honours, good standing, academic probation, or no standing.

At the end of the academic year, each student will receive a letter from the Registrar detailing their academic standing, satisfactory academic progress status (if applicable) and any related commendations or conditions, along with a copy of the student's grade report.

Students who are in good academic standing as defined in section 6, with a minimum yearly GPA of 2.00 or better will be permitted to progress to the next academic year.

Students who receive Title IV funding must remain in good academic standing in order to remain eligible for Federal Student Aid.

Students who are placed on academic probation, as defined in section 6, or who are withdrawn for academic reasons will have their federal student loan(s) terminated.

3. The Registrar will notify the Student Financial Aid and Awards when a student fails to make satisfactory academic progress. The Student Financial Aid and Awards Administrator will notify the student of their financial aid status via email.

4. Appeals and Financial Aid Probation

Students who have their Title IV loan(s) terminated for failing to make satisfactory academic progress may be eligible to appeal the decision if their academic performance was negatively affected due to extenuating circumstances. Appeal requests must be submitted in writing to the Director, Student Affairs within two weeks of the decision and must include information about the extenuating circumstances that caused them to fail to make SAP and how they plan to make SAP at the next evaluation.

In the event of a successful appeal, the student will be placed on Financial Aid Probation, as defined in section 6, and will be eligible to receive loan funds for a maximum of one payment period.

Students on financial aid probation must meet with the Director of Education for their year and the Director, Student Affairs to develop an academic plan to ensure they will be able to meet SAP requirements by the next payment period. Failure to do so will result in the termination of Title IV loan(s) and may result in academic withdrawal from the program.

5. Calculations of Pace of Progression and Maximum Timeframe Requirements

Approved leave of absence, transfer credits, failed courses and repeated courses will be included in the calculation of pace of progression and maximum timeframe requirements.

Course withdrawals, incompletes, and remedial courses will not be included in the calculation of pace of progression requirements and maximum timeframe requirements.

<p><b>New Procedure Approved (date):</b> March 1, 2017 for use by Student Services August 30, 2018</p> <p><b>Procedure Revision History (dates):</b> January 3-, 2020</p>
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## 8 ATTACHMENTS

None