Satisfactory Academic Progress Policy

Lakeview College of Nursing (LCN) awards the Bachelor of Science in Nursing degree upon recommendation by the faculty and presentation to the Board of Directors after the student has completed the degree requirements. Once a student at Lakeview College of Nursing, as degree seeking, the degree requirements must be completed within three calendar years for a fulltime student and six years for a part-time student.

Completion time may vary for students changing from full-time status to any other status, withdrawing from courses, or being granted a Leave of Absence; however, a student will never have more than six years to complete the BSN degree requirements. In addition, all transfer nursing coursework must be at a “B” or higher in order to transfer into the LCN program. The general education requirements must be completed with a grade of C or above. All general education requirements and transcripts must be submitted prior to taking Level IV courses for students to be enrolled in the final semester.

All students must be making satisfactory progress to remain in attendance at the College. All courses attempted in a specific semester or comparable time frame will be used to measure academic progress. Course withdrawals may affect academic progress if the hours earned do not meet the criteria for quantitative and/or qualitative measures for satisfactory progress. Not meeting satisfactory academic progress will have an adverse effect for student aid eligibility.

A student who wishes to take three clinical courses (5 cr. hrs. each) must have the prior approval from the Dean of Nursing in order to maintain their program plan. Upon approval a student may only enroll in the three clinical courses during the fall and spring semesters (summer excluded).

Note: All students are required to meet the same minimum Standards regardless of eligibility for Title IV funding.

Standards of Academic Progress (SAP) also applies to Financial Aid Recipients

Lakeview College of Nursing (LCN) Office of Financial Aid is required by federal regulation (HEA Subpart B, 34 CFR 668.16(e), Subpart C, CFR 668.32, 668.34, 668.42, 668.43) to monitor academic progress toward a degree for all degree seeking aid applicants. As a result, the Office of Financial Aid receives from the Records office the academic history of all attempted credit hours of all applicants prior to the awarding of Title IV Federal Student Aid and/or Illinois State Student Aid. These standards must have components of a Quantitative Measure (the Pace at which the student must be completing their Program of Study) and a Qualitative Measure (the grades a student must be obtaining in their coursework) and be reviewed at stated intervals. At LCN SAP is reviewed at the end of each enrollment period.

Academic progress is evaluated the first time a student is awarded student financial aid and at the end of each term thereafter.
The Standards of Academic Progress (SAP) apply to the following programs:

- **Federal Title IV Programs:** Pell Grant and the Direct Loan Program (Stafford Loan Program), and the Direct Parent Loan for Undergraduate Students
- **Illinois Student Assistance Commission Programs:** Monetary Award Program
- **Veteran’s Educational Benefits:** All Chapters and Post 9/11 Benefits

**Completion Rate and Grade Point Average Requirement**

Completion of a minimum of 124 semester hours credit with at least 60 semester hours in general education courses and 64 semester hours in nursing courses in accordance with the curriculum plan is required. All grades earned in courses taken while a student is enrolled at the College will be used as the criteria for determining academic standards.

The student is required to meet the standards listed below or otherwise eligibility to receive student financial aid will be placed in a Financial Aid SAP **WARNING/Academic Probation** status (the first time the minimum SAP is not met) or a Financial Aid SAP **SUSPENSION** status (academically dismissed) or a Financial Aid SAP **PROBATION** status (if a formal Appeal is approved).

To be in SAP **“GOOD STANDING”** a student must be meeting the **minimum standards** each enrollment period by having and maintaining a cumulative G.P.A. of 2.5 and not exceed the permitted number of withdrawals and/or failures to avoid academic dismissal (suspension) and complete their program of study within the published time frames formatted in credit hours.

**PACE- MINIMUM CREDIT HOUR COMPLETION**

(Quantitative Measure)

Once a student enrolls in a course at Lakeview College of Nursing, the degree requirements must be completed within three calendar years for a fulltime student and six years for a part-time student. Completion time may vary for students changing from full-time status to any other status, withdrawing from courses, or being granted a Leave of Absence; however, a student will never have more than six years to complete the BSN degree requirements.

At the end of each enrollment period SAP is reviewed. Cumulatively a student must successfully complete a minimum percentage of all credit hours attempted to **stay on pace** for completing their program **before** reaching the **maximum time frame** allowed. Attempted credit hours include any credit hours in which the student was enrolled in after the refund period is over.

If the student accepted Federal Title IV aid for days attended during the refund period (tuition and fee charges are cancelled) but then totally withdrew from **all** credit hours the student will be placed on SAP Suspension. However, this action will not result in Academic Dismissal but the student would need to reapply for admission to the college and submit in writing a SAP Appeal that has Committee approval to be reinstated for student aid eligibility.

Successful completion of a class is a letter grade of A, B, C. Unsuccessful completion of a class is defined as D (Poor/Failure), F (Failure), W (Withdrawal), WP (Withdrawal Passing), WF (Withdrawal Failing) or I (Incomplete).
A student who receives a “D,” “F” or “U” in laboratory/clinical experience that causes them to fail the course must retake the course in the next semester the course is offered. In the second time through a course, students must receive at least an overall grade “C” to pass the course.

A student may only repeat a course one time in which they received a grade of “W” or failing grade. Any student who has withdrawn from two courses will be placed on financial aid warning/academic probation. A student withdrawing from three different courses will be dismissed from the College.

A student may not withdraw from more than 2 different courses while pursuing the BSN degree unless the student is requesting a LEAVE of ABSENCE and has approval by the Dean. The student may not withdraw from a course if there is a Student Code of Conduct issue or a Grievance is pending or being investigated.

**Transfer Credit**
A student who has attended other post-secondary institutions is required to have an official grade transcript from these schools on file in the LCN Records office. **Transfer credit** that is evaluated to apply **towards** their program of study at LCN will be included in the total credit hours attempted and earned as part of the quantitative measure (the Pace) of maximum time frame allowance.

LCN’s Academic Forgiveness policy takes in to consideration that a student may have had difficult times in his/her life resulting in a sub-standard academic performance at a previous institution. This can cause the cumulative GPA to fall below the required 2.5/4.0 for admission into the college. A student who finds themself in this situation can write a statement asking the Admission's Committee to exclude this previous coursework from the cumulative GPA calculation. After the situation has been assessed and deemed appropriate, the cumulative GPA will then be figured using the last 48 credit hours of coursework, which must be a 2.5/4.0. However, any course in which a grade of "C" or better has been earned may be evaluated and accepted for transfer credit. All attempted coursework accepted will count in the quantitative measure.

**Minimum Percentage** - A student is expected to complete all credit hours attempted to be on pace for completion of program. Please see information regarding Academic Probation/Financial Aid (SAP) Warning and Academic Dismissal/Financial Aid Suspension. The first time a student fails to complete progression standards they must be placed on financial aid **WARNING** for the next term of enrollment.

Total withdrawal (a “grade” of “W” posted to transcript) or total failure (a grade of “F” posted to transcript) will result in SUSPENSION. This includes the refund period if Title IV funds were accepted for the days in attendance (regardless if tuition and/or fee charges were cancelled).
Minimum Grade Point Average (GPA) Requirement (Qualitative Measure) - The student is required to earn and maintain a 2.5 Cumulative grade point average out of a possible 4.0 scale.

All LCN grades and all semester hours count on the student’s grade point average in determining scholastic eligibility to remain in the College. A student must earn a minimum of “C” in each LCN course.

In a nursing course containing theory and laboratory or clinical components, a student must earn a grade of at least “77% = C” in theory and “77% = C or S” (satisfactory) in the laboratory/clinical components to receive degree credit for the course. If the student’s clinical grade is satisfactory, the grade for the course is the theory grade. An unsatisfactory clinical performance results in failure or an “F” grade for the course. Additionally, all students must achieve a 77% cumulative average on proctored in class and final exam(s) and a 77% cumulative average on all clinical written work. This does not include take home exams and open book exams. This will be covered in the syllabus for each class.

Academic Probation/ Financial Aid (SAP) Warning
A SAP Warning status occurs the first time a student fails to meet the minimum standard in any one of the components. If a student is placed on SAP Warning they will still be eligible to receive Student Financial Aid for one more term without appealing the circumstances.

All grades earned within the nursing curriculum while a student is enrolled at the College will be used as the criteria for determining academic probation.

The following criteria will result in financial aid warning/academic probation:

- Any student receiving a "D" or "F" grade on their semester grade report.
- If a student has withdrawn from 2 courses at any time during their academic program.
- If a student's LCN GPA falls below a 2.5 at any time during their academic program.

Any student placed on academic probation for failing a course MUST take the failed course in the next semester it is offered (summers excluded). Although an effort will be made to meet the needs of students who retake courses, enrollment is dependent on the number of students who can be reasonably accommodated by the available facilities.

Lakeview students who are on academic probation are not permitted to represent the School in any student organization or committee or hold office in any student organization.

A student may repeat the same course only once in the BSN program whether the student has failed or withdrawn. No more than a total of three different courses may be repeated. No course can be taken more than twice. Grades of C or greater may not be replaced under the Repetition of Courses Policy because these grades are considered acceptable work. Repeating a course in which a "D" or "F" was received does not remove the grade from the transcript. The second grade earned is figured into the GPA.
A student who wishes to repeat a course must do so at LCN: Courses taken at another college or university may not be used to repeat LCN courses unless specific approval from the Dean of Nursing and Course Coordinator is obtained and placed in writing in the student's file.

Total withdrawal (a “grade” of “W”, “WP”, “WF” posted to transcript) or total failure (a grade of “F” posted to transcript) will result in SAP SUSPENSION/Dismissal. This includes the refund period if Title IV was accepted for the days you were in attendance.

A student placed on academic probation/financial aid warning for failing a course MUST take the failed course in the next semester it is offered (summers excluded). Although an effort will be made to meet the need of a student who retakes courses, enrollment is dependent on the number of students who can be reasonably accommodated by the available facilities.

A student may repeat the same course only once in the BSN program whether the student has failed or withdrawn. No more than a total of three different courses may be repeated. No course can be taken more than twice.

If upon the end of the student’s next period of enrollment they have not met the minimum standards they will be in a SAP Suspension (Academic Dismissal) status. An Appeal of the circumstances would need to be submitted for any future consideration of using Title IV and/or State student aid at LCN.

**Academic Dismissal/Financial Aid (SAP) Suspension**
Failure to complete the minimum cumulative standards of either component while on a SAP Warning or Probation will result in the Academic Dismissal/SAP SUSPENSION of a student’s future aid eligibility.

The following will be criteria for academic dismissal from the College:

1. A student on academic warning or probation who does not show progression by raising his/her LCN semester GPA the next semester enrolled.
2. A student who has failed (D or F) a nursing course and fails it again.
3. A student who withdraws from a nursing course and then fails the nursing course.
4. A student who withdraws from the same nursing course twice.
5. A student who fails two different nursing courses.
6. A student who has withdrawn from three different courses.

Repeating a course in which a "D" or "F" was received does not remove the grade from the transcript. The second grade earned is figured into the GPA.

A student placed on Academic Dismissal/SAP Suspension is **NOT** eligible for future Federal and/or State student aid at Lakeview College of Nursing.
Academic Probation – GPA Below 2.5

GPA
Cumulative GPA Fall Below 2.5

PROBATION

ACADEMIC PROBATION

PLAN

PROGRAM PLAN

Student AGREES to recommended Program Plan

Student’s Semester GPA Does Not show Progression

Student’s Semester GPA continues to show progression and Cumulative GPA is 2.5 or higher

Student is Academically Dismissed

Student Graduates

Student may ask for readmission

Student AGREES to recommended Program Plan

Student’s Semester GPA shows progression

Student’s Semester GPA continues to show progression and Cumulative GPA is 2.5 or higher

Student is Academically Dismissed

Student Graduates

Student may ask for readmission

Student DISAGREES* to recommended Program Plan

Student’s Semester GPA Does Not show Progression

Student is Academically Dismissed

Student Graduates

Student may run the risk of not getting readmitted due to not following the program plan recommendation made by the College.
Academic Probation – 2 Withdrawals and/or 1 course failure

**WITHDRAWAL FAILURE**
- 2 withdrawals and/or 1 failure

**PROBATION**
- Student AGREES to recommended Program Plan
- Student does NOT pass course with passing grade
- Student is Academically Dismissed
- Student may ask for readmission

**ACADEMIC PROBATION**
- Student repeats withdrawn or failed class(es)
- Student Passes course with a C grade or better
- Student passes remaining coursework
- Student Graduates

**PLAN**
- Student DISAGREES* to recommended Program Plan
- Student Withdraws or fails repeated course(s)

**PROGRAM PLAN**
- Student Passes course with a C grade or better
- Student passes remaining coursework
- Student Graduates

* Student may run the risk of not getting readmitted due to not following the program plan recommendation made by the College.
WITHDRAWAL from the COLLEGE

A student withdrawing from the College must complete an official Status Change Form obtained from the Registrar's Office. If a student withdraws from the College by the official withdraw date a “W” will be posted on the student transcript. If student withdraws after the official withdraw date a “WP – withdraw passing” or “WF withdraw failing” will be posted for each class. WF’s are calculated into a student’s GPA. Students who have been awarded financial aid must contact the Financial Aid Office prior to officially withdrawing from the College. All obligations to the College must be cleared at the time of withdrawal.

A student who withdraws from the College and wishes to return at a later time must re-apply. Should a student re-apply to the College and is accepted, the student will be admitted and accountable to the policies and procedures of the current academic year Student Handbook under which they were re-admitted.

READMISSION POLICY

A student who has academically been dismissed or who has withdrawn from the nursing program may apply for readmission. The readmission policies are:
1. A student who is academically dismissed is encouraged to schedule an appointment with the Dean of Nursing and complete an exit interview at the time of dismissal or withdrawal along with proper documentation. Failure to complete the exit interview process may hinder the readmission process.
2. A student must request in writing to the Registrar to be considered by the Admission Committee according to the following schedule:
   (a) Apply by July 1 for readmission into the fall semester;
   (b) Apply by November 1 for readmission into the spring semester;
   (c) Apply by April 1 for readmission into the summer semester.
3. A student’s application for readmission may be reviewed by the Admission Committee no more than two (2) times. If readmission is not granted after the second application, the student becomes ineligible for readmission.
4. If health concerns are a factor for the student leaving the College, then documentation for ability to continue in the program must be provided with readmission paperwork.
5. A student may only be readmitted into Lakeview College of Nursing once.
6. A student must meet all current admission criteria.
7. A student repeating a clinical nursing course must repeat both the theory and clinical components of the course.
8. The Admission Committee must approve any exceptions to the above policies.
A student who has failed a nursing course or who has withdrawn from the Nursing Program must submit the following documents to the Registrar to be considered by the Admission Committee for readmission:
- Letter addressed to the Admissions Committee requesting readmission into (semester, year).
- Recommendations from
  - Two (2) Lakeview Nursing Faculty who have taught the student in class or clinical and
  - One (1) additional professional recommendation.
  - Follow instructions on the attached Faculty Reference forms and submit them to the Registrar by due dates.
- Develop a written action plan for success consisting of:
  - Description of the reason(s) you left the program
  - Analysis of factors that lead to this outcome
  - Goals to be accomplished during your remaining time at Lakeview College of Nursing
  - Plan of action to meet your goal(s); be specific.

A student that is readmitted into Lakeview College of Nursing is required to meet the readmission course progression requirements. Any LCN classes that are being repeated due to a previous failure or withdraw must be passed with a “C” or higher. In order to remain in the program a student cannot withdraw or fail one of these courses.

A readmitted student is allowed to withdraw from one class that has not previously been taken. The remainder of the coursework must be passed with a “C” or higher. Graduation requirements must also be met as stated in the student handbook.

Readmission into Lakeview College of Nursing will be dependent on the clinical space available to accommodate additional students. If the number of applicants exceeds available space, the decision will be based on LCN GPA, admissions GPA, admissions science GPA and HESI (A2), and applicants may be deferred to a subsequent semester.

Re-admitted students will be required to update their criminal background check and drug screen before the first day of class. Check with the Records office regarding currency of immunizations, TB skin test, and CPR certification.

All clinical courses in the Lakeview College of Nursing program must be taken within a six year period. Those courses taken more than six years prior to a student’s graduation must be repeated. This rule applies to ALL students of Lakeview College of Nursing including those readmitted to the program after a dismissal, withdrawal, or leave of absence.

**MAXIMUM HOURS ATTEMPTED**
*(Cumulative Quantitative Measure)*
Each full-time student is required to complete all program coursework within 3 years. Each part-time student or a student who has both full-time and part-time status during the program is required to complete all program coursework within 6 years. This applies to ALL students of Lakeview College of Nursing, including those readmitted to the program after dismissal, withdrawal, or leave of absence.
Time of Completion: Title IV and/or Illinois State Student Aid eligibility will be suspended if the student exceeds the 150% completion of the published program timeframe for all cumulative credit hours attempted (not earned). The student is advised to work with their academic advisor to “stay on pace” to complete their educational goal.

A student on SAP Suspension due to exceeding the maximum time frame (not remaining on pace in cumulative attempted hours) is no longer eligible for student aid funding. The student may submit a personal letter (an Appeal) explaining and documenting why they did not stay on pace and complete their program of study within the published timeframe.

REINSTATEMENT OF AID ELIGIBILITY
(Appeal Procedures)
If the student feels there were circumstances beyond their control that affected their academic performance, they may appeal the SAP Suspension. An appeal is a written statement from the student with supporting documentation explaining your circumstances and your plans to be successful in the future semesters. Other support documentation could include:

- A physician who can document that an illness or accident prevented the student from successfully completing their studies and that the student is now able to successfully resume their studies.
- A physician/clergy/counselor who can verify that the death or life-threatening illness of an immediate family member prevented the student from successfully completing their course work and the family circumstance is no longer applicable.
- An academic advisor/counselor or an employer, childcare provider, etc. who knows about circumstances beyond the student’s control that prevented the completion of course work and these circumstances have been resolved.

FINANCIAL AID (SAP) PROBATION
If the student’s Appeal decision is approved for reinstatement they will be placed on SAP Probation and be awarded from Title IV and/or State student aid programs for which they are eligible. A student should be aware that appeal approvals may have certain limitations and specific conditions that must be followed to continue using financial aid funding. An Academic Improvement Plan (AIP) may be mandated by the Appeals Committee. The AIP would be prepared by the student’s academic advisor/counselor (or other pertinent LCN staff) and the student would need to agree to the plan before further student aid would be awarded. The student must be successful with their AIP each semester to continue receiving student aid for which they may be eligible. Refer to the Academic Improvement Plan section in the Course Catalog for detailed information.

DEADLINES TO SUBMIT APPEALS
The deadline to submit an appeal is the same as the readmission policy deadlines. If the student misses the appeal deadline the appeal WILL NOT be considered for that semester. It is to the student’s advantage to submit an Appeal immediately after being notified of their SAP status.

Appeal decisions are sent in writing to the student. An interview with the Dean of Nursing may be scheduled or requested by the student. In order to protect a student’s privacy these matters will not be discussed over the phone. The student is not privy to who serves on the Appeals Committee and will not have an opportunity to meet members in person or via email or phone communication. The Committee consists of faculty, staff and administrative personnel.
*THE DECISION OF THE APPEAL COMMITTEE IS FINAL*

These requirements are mandated by federal regulations - satisfactory academic progress is the law. The SAP policy applies to all students including first time financial aid recipients. Past academic history (if any) at LCN is evaluated before financial aid is awarded.

Satisfactory Academic Progress Policy

Glossary of Terms:

Standards of Academic Progress (SAP) - a Federal requirement applied to all students who have Federal Student Aid funding (pending, actual or estimated awards). LCN has one policy that applies to all students.

Program of Study - The educational program the student has indicated they are pursuing at the College. LCN has one program, the BSN Degree.

Quantitative Measure - the Pace at which the student must be completing their Program of Study which must be monitored for completion before maximum time allotted for program is reached. The Pace varies by level of enrollment each term but has set maximums.

Time of Completion - the PACE: the Maximum time frame is 150% completion of the published program time frame. This calculation considers all cumulative credit hours attempted (not earned).

GOOD STANDING – a student is meeting the minimum standards each enrollment period

Minimum Standards - student has a Cumulative Grade Point Average (GPA) of 2.5 and is staying on pace with a success rate of completing all credit hours attempted and is completing (on pace) their program within the published time frames formatted in credit hours.

Academic Dismissal/ SAP SUSPENSION – student failed to meet minimum standard by total withdraw in a semester and/or being on a warning status previously and/or reaching maximum time frame for Program of Study

Academic Probation/ SAP WARNING - first time a student fails to meet the minimum standard in any one of the components.

Academic Probation/ SAP PROBATION (Re-admitted Status) - The student has an approved Appeal for readmission to the College and reinstatement of Title IV and/or State student aid for one additional term unless an Academic Improvement Plan (AIP) is being met.

Academic Improvement Plan (AIP) - prepared by the student’s academic advisor/counselor (or other pertinent LCN staff). The student must agree to the plan before further student aid would be awarded.