

<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>	March 2, 2021	<b>Effective date:</b>	March 2, 2021
<b>Policy Sponsor:</b>	Vice President, Academic	<b>Date last reviewed:</b>	February 24, 2022
<b>Date of Mandatory Review (expiry date)</b>	February 2023	<b>Date of last revision of Procedures</b>	February 22, 2021

## 1 POLICY

All registered U.S. students at the Canadian Memorial Chiropractic College (CMCC) who receive Title IV loans 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 qualitative measures including academic performance (GPA) and quantitative measures including pace of progression toward the maximum program completion timeframe.

Failure to maintain all components of 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 at least half time in the Doctor of Chiropractic (DC) degree program who receive Title IV loans.

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

N/A

## 5 RELATED POLICIES (not a comprehensive list)

- Academic Appeals
- Academic Standing and Status
- 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

See section 7

**New Policy Approved (date):**

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

**Policy Revision History (dates):**

January 30, 2020

## 7 PROCEDURES

### 1. Payment Periods

CMCC has two payment periods per year. Disbursements are made in the same month(s) as the tuition instalments are due.

- 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, as outlined on the annual Student Registration Agreement.
- The second payment period runs from the due date of the second tuition instalment until the last day of the academic year, as outlined on the annual Student Registration Agreement.

### 2. Quantitative measures for assessing SAP (Time and Pace)

#### *Maximum Time Frame*

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 CMCC's Program Completion - Undergraduate policy **the maximum time frame 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.** CMCC's institutional policy for program completion is stricter than the 150% the maximum progression requirement as outlined by U.S. Federal Student Aid.

*4 years (published length of program) x 125% = 5 years maximum program length*

#### *Pace*

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. CMCC's pace of progression requirement is stricter than the 67% minimum pace requirement as outlined by U.S. Federal Student Aid.

The pace of progression requirement is calculated as follows:

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

*Example:*

- A full-time, 100% course load for a Year 1 student in 2020-2021 = 56.5 credits.
- The maximum number of credits a student may attempt cannot exceed 125%. In case  $(56.5 \times 125\%) = 70.7$  credits.
- That year, a full-time student taking 56.5 credits, fails three courses worth a total of 16.7 credits.  $16.7/56.5 = 30\%$  failed
- This student is *not* meeting SAP because they were successful in less than 80% of the credits they were enrolled in.

*Special Courses and Grades:*

Approved leaves of absence will be counted in the pace of progression and maximum timeframe requirements. Transfer credits (applied to the DC degree program) and repeated courses will be counted as credits attempted and credits earned will be included in the calculation of pace of progression and maximum timeframe requirements. Failed courses will be counted as credits attempted and will be included in the calculation of pace of progression and maximum timeframe requirements. Remedial coursework, if required, will have a set timeframe for completion and will be counted towards pace of progression and maximum timeframe requirements.

Course withdrawals prior to the drop date as outlined in the academic calendar, incompletes, and remedial courses will not be included in the academic calendar will result in a grade of WF and will be included in GPA calculations and qualitative measures for assessing SAP.

Students who receive Title IV funding must meet the enrollment status (registered at least half time), pace of progression requirements (80%) and maximum timeframe (125%), as well as the qualitative measures outlined below, in order to remain eligible for Federal Student Aid. **Failure to meet both quantitative (time and pace) and qualitative (academic performance) SAP measurements will result in the loss of Title IV loans without warning.**

### 3. Qualitative measures for assessing SAP

As outlined in the CMCC Grades Policy, 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. The cumulative GPA is calculated according to the GPA definition above, over the entire academic program at CMCC and is used in determining promotion and awards.

The Registrar reviews all final grades and GPAs 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, as outlined in the CMCC Academic Standing and Status Policy. 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.

Transfer credits will be recorded on the student transcript as "TR" and will be counted as credits attempted and earned but will not be calculated in the student's GPA. Failed and repeated courses will be included in GPA calculations and qualitative measures for assessing SAP. Course withdrawals made after the drop date as outlined in the academic calendar will result in a grade of WF and will be included in GPA calculations and qualitative measures for assessing SAP. Remedial coursework, if applicable, is not included in GPA calculations, credits attempted and credits earned. While remedial coursework is counted towards quantitative SAP measurements, it is not considered under qualitative measures.

**Students who are in good academic standing as defined in the Academic Standing and Status Policy, with a minimum yearly GPA of 2.00 (letter grade of C) or better will be permitted to progress to the next academic year.** Students who receive Title IV funding must remain in good academic standing as outlined above and must achieve a minimum cumulative GPA of 2.00 by the end of their second year of study in order to remain eligible for Federal Student Aid.

Students who are placed on academic probation, as defined in the CMCC Academic Status and Standing Policy or who are withdrawn for academic reasons will have their federal student loan(s) terminated without warning.

**Failure to meet both quantitative (time and pace) and qualitative (academic performance) SAP measurements will result the loss of Title IV loans without warning.** 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.

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**8 ATTACHMENTS**

None