

Satisfactory Academic Progress Policy for the BSN

In order to meet the accreditations standards and comply with the U.S. Department of Education requirements for eligibility for federal student financial aid, the San Juan Bautista School of Medicine has established a Satisfactory Academic Progress Policy for the Bachelor Degree of Sciences in Nursing program.

The federal student aid programs of Title IV require that every student receiving aid funds must meet the criteria established in the Satisfactory Academic Progress Policy. This policy has seven (7) important elements:

Element #1: Completed Credits and Minimum Grade Point Average

The first factor to consider in the evaluation is the number of completed credits, compared with the number of credits attempted by each student, and the minimum grade point average required. Annually the SJBSM will determine the satisfactory academic progress of each student, in which the student must complete the required credits established by year of study, with the minimum grade point average as shown below:

Year of Study	Minimum Percentage of Completed Credits	Minimum Grade Point Average
1	27%	2.50
2	50%	2.50
3	77%	2.75
4	-----	2.75

The SJBSM considers as attempted credits the following: completed courses, failed courses, repeated courses, withdrawals, and incomplete courses at the moment the satisfactory academic progress of each student is evaluated.

Element #2: Maximum Time Frame in Credits

A student is expected to complete the academic program in a maximum time frame of 1.5 times the length of the program in credits, which for the Bachelor of Sciences in Nursing program means:

120 credits x 1.5 = **180 credits (maximum time frame) in six years.**

For transfer students admitted to the third year of the program, the maximum time frame will be determined by subtracting the number of credits of their first two years (62 credits in General Sciences) from the total program credits. Thus, satisfactory academic progress will be measured by 58 credits instead of 120 credits, as shown below:

120 credits – 62 credits = 58 credits

58 credits x 1.5 = **87 credits (maximum time frame) in three years.**

Element #3: Maximum Chronological Time

To establish the maximum chronological time allowed within this policy, the possibility of a leave of absence of one year or a change of program has been considered:

Program	Maximum Chronological Time to Complete Program
Four-Year Regular Program	Maximum Time of Six Years

Element #4: Probation and Suspension

If a student does not meet the satisfactory progress standards, in terms of approved credits and minimum grade point average (element #1), or does not complete the program by the maximum time frame established (element #2), or does not complete the program by the maximum chronological time established (element #3), then the BSN Student Assessment Committee will determine if the student is to be suspended from the program, or if the student must repeat the year. If the BSN Student Assessment Committee determines that the student must repeat the year, a specific recommendation will be submitted through the Dean of Allied Sciences to the President for approval. The President makes the final decision. The student will be in academic probation and will still be eligible for financial aid. However, if the student fails again during probation, he/she will be evaluated by the BSN Student Assessment Committee to determine if the student should be recommended for suspension.

Element #5: Veterans

The elements that establish the maximum time frame and the maximum chronological time to complete the program do not apply to veterans' aid beneficiaries. These students must complete the program during the regular time established in the curricular scheme. They will not be able to continue receiving financial aid for those credits that exceed the usual curricular scheme and time frame of 120 credits in four years.

Element #6: Changes to the Academic Program or Requirements

Any changes made to the academic program or to the requirements for program completion will apply only to those students admitted on or after the effective date of the curricular program changes.

Element # 7: Enrollment Status Classification

The enrollment status classification of students at SJBSM is as follows:

Full time - a student enrolled in 12 or more credits

$\frac{3}{4}$ Time - a student enrolled in 9-11 credits

$\frac{1}{2}$ Time - a student enrolled in 6-8 credits

Less than half Time – a student enrolled in less than 6 credits

Reexamination and Calculation of Final Grades

General Sciences

Students who obtain a “D” grade in any course will be given a comprehensive exam, according to the schedule posted by the BSN Program Coordinator. Students must pass the exam with a “C” grade or higher; otherwise, the student is considered to have failed the course. Regardless of the grade obtained in the comprehensive exam (A, B or C), his/her final grade for the course will be a “C.”

Nursing Sciences

The evaluation of the student’s performance during rotations includes clinical competencies and written examinations and reports. The student must complete all the summative evaluation requirements prior to taking the Assessment Technology Institute-Clinical Skill Competencies Examination.

The evaluation of students will include a narrative description of clinical performance in all the required competencies.

For the nursing courses, the final grade will be the result of the following formula:

Grade for summative evaluations	50%
Grade for practical evaluation	50%

The evaluation of students will include a narrative description of clinical performance in all the required competencies.

The student who obtains a “D” grade in the summative evaluation will have the opportunity to be reexamined. The student must pass this second exam with a “C” grade or higher; otherwise, he/she is considered to have failed the rotation, and the student will have to register for and repeat the rotation. Regardless of the grade obtained in the exam (A, B or C), the final grade for the written component will be a “C.” The grade should be changed to a fair percentage. The following scale will be used to give the “C” of the make-up exam a percentage, which will be considered for the final grade.

% of Replacement Exam	Final % of “C”
90% - 100%	79%
80% - 89%	75%
70% - 79%	70%

A student who receives an “F” grade in the summative evaluation must register for and repeat the rotation, including all clinical experiences.

Students who obtain a “D” grade in the practical evaluation must repeat the rotation.

Students who fail two rotations will be individually evaluated by the BSN Student Assessment Committee to determine whether they must repeat the semester or withdraw from School. A student is permitted to repeat only one semester and only for justifiable reasons. The BSN Student Assessment Committee considers special cases on an individual basis, and their recommendation is forwarded through the Dean of Allied Sciences to the President for final decision.

Withdrawal, Leave of Absence, and Readmission

Withdrawal

Students who wish to withdraw from the SJBSM Nursing Program must contact the Registrar’s Office, complete the withdrawal application, and follow the established procedures. The student must obtain the official signatures indicated on the application and return the completed document to the Registrar’s Office. Withdrawal will be considered effective on the date the completed application is received in the Registrar’s Office. Students who withdraw from the Program must return the Identification Card and the Parking Card.

Any student in the BSN program who is unjustified absent more than 10% of lectures, laboratory sessions or other mandatory didactic activities will be dismissed from the course and will receive an “F” grade.

A student convicted of a felony or moral depravity will be immediately dismissed from the Institution.

Students who do not complete the registration process by the deadline or who do not file a request for a leave of absence will receive an administrative dismissal. If the student later wishes to resume the program of study, he/she should request readmission, which may be considered if the leave of absence does not exceed more than one academic year.

Leave of Absence

Students may be granted leave of absence for justifiable reasons, including: (a) service in the United States Armed Forces; (b) education or research at another institution, or (c) personal or medical reasons. All leaves of absence will be for a maximum of one year, except for students with federal financial aid, who will not be allowed to take a leave of absence for a period exceeding six months.

Any student requesting a leave of absence must submit a written request stating the reasons that justify the leave. The Associate Dean of Student Affairs, and consideration of the Program Coordinator recommendation after an interview, will evaluate the request and submit a written report to the President.

In order to consider a leave of absence, certain requirements must be met. The student (a) shall complete all courses of the previous academic semester, (b) shall fulfill all financial and administrative obligations with the Institution, including returning all borrowed library resources, (c) shall complete his/her academic records, and (d) shall not have been subjected to academic dismissal.

The student must return on the date that the leave of absence expires and must register to continue his/her academic program. If the student does not return on the expiration date to continue studies, he/she will be administratively dismissed. If subsequently, the student is interested in resuming studies, he/she may apply for admission, as a first year candidate, complying with all the requirements that are applicable on that date.

A student that is absent without authorization and who has not complied with the aforementioned requirements will be administratively dismissed from the Institution.

Readmission

Any student interested in being readmitted to the Program must file a new application, including a money order or certified check for \$25, payable to the San Juan Bautista School of Medicine. This fee is not refundable.

The BSN Admissions Committee, using the same criteria applied to new applicants, will evaluate candidates for readmission.

The Program will not consider readmission of any candidate who has been admitted on two (2) previous occasions.

Effectiveness:

The dispositions contained in this Executive Order will be effective immediately.

Approved: July 28, 2011

Revised: May 16, 2016

January 07, 2020