
POLICY NAME: Satisfactory Academic Progress

Responsible Party: Office of Student Affairs

Applies To CMED: Faculty Students Residents Staff Administration

Approval Date: 2/17/2016 Curriculum Committee

Policy Procedure

POLICY:

All medical students enrolled at the CMED are considered to be making satisfactory academic progress (SAP), unless otherwise determined by the Student Performance and Conduct Committee (SPCC). SAP is used to define successful completion of coursework to maintain eligibility for student financial aid. Federal regulations require the University to establish, publish and apply standards to monitor your progress toward completion of your degree program. If you fail to meet these standards, you will be placed on financial aid suspension.

DEFINITIONS:

CMED does not measure academic progress by means of a cumulative grade point average. The student is required to complete all required courses in the curriculum with a passing grade in order to graduate. Therefore, grade performance as a measure of satisfactory academic progress for financial aid eligibility must be reviewed in the context of each course for which the student registers. The standards of academic progress are based on the guidelines used by the SPCC, who determine whether a student is making Satisfactory Academic Progress.

PROCEDURES:

A student's academic progress for financial aid purposes will be reviewed in accordance with the guidelines used by SPCC. Any student required to remediate or repeat coursework will be reviewed by the Office of Student Financial Aid for not

meeting SAP. Third and fourth-year students will be reviewed on advice from the SPCC.

Students must include the following as part of their appeal:

- An explanation of why they failed to meet the SAP requirements (documentation may be requested depending upon circumstances).
- Specific information about what has changed to allow them to meet the requirements in the future.
- An academic plan that has been agreed upon by the student and that has been approved by the Dean or authorized designee.

The Office of Financial Aid will notify the student in writing of a final decision within one week. Throughout this period the student will be on financial aid remediation. A student in this status must be meeting the requirements as outlined in their academic plan.

Students denied financial aid after completing the appeal process or failing to meet their academic plan can regain full eligibility for financial aid by successfully repeating coursework that will meet or exceed the minimum required.

Students who have taken the necessary measures to regain eligibility for financial aid must contact the Senior Associate Director for Financial Aid for the CMED immediately upon doing so. Students' academic performance will then be reviewed, and if all required SAP criteria is met, full financial aid eligibility will be reinstated, effective the following semester.

The normal timeframe for completion of required course work for the M.D. degree is four academic years. Due to academic or personal difficulties, a student may require additional time. In such situations, a schedule may be established for the student that departs from the norm and that may require repeating a year of study. To be considered to be making SAP for financial aid eligibility, the student must complete the first two years of the curriculum by the end of the third year after initial enrollment. The maximum time permitted for financial aid eligibility for the M.D. completion is six years (150% of the number of credits needed to complete the degree program).

A student may be granted a personal or medical leave of absence for a variety of reasons. The period of leave for which the student has been approved may be excluded from the maximum time frame in which an individual student will be expected to complete the program. This determination will be made by consideration of an appeal, submitted by the student, to the chief financial aid officer for CMED. The period of time for which a student is registered to pursue full-time research or other academic interests

shall be excluded from the maximum time frame in which an individual student will be expected to complete the degree.

Since the SPCC may give approval for an individual student to repeat a portion or all of a school year (subsequent to incomplete or unsatisfactory course work or an approved leave of absence), the maximum time for financial aid eligibility is 6 years, excluding time spent on an approved academic leave of absence. The required number of units to be completed at the end of each enrollment period will vary in these cases, according to what portion of the curriculum must be repeated. Students approved to repeat course work are meeting the school's standards for SAP. Students who have reached their maximum time frame are not able to regain financial aid eligibility.

The College of Medicine and CMU Partners reserve the right to make exceptions, modify or eliminate this policy and or its content. This document supersedes all previous policies, procedures or guidelines relative to this subject.

History	
2/17/2016	Initial approval by Curriculum Committee