



## **Carver College of Medicine - Satisfactory Academic Progress (SAP) Policy**

Federal regulations require the Carver College of Medicine and the Office of Student Financial Aid to monitor the academic progress of students receiving federal financial aid. Satisfactory Academic Progress (SAP) is defined as the successful completion of coursework toward a degree within a reasonable time period (see below).

Medical students' academic progress is monitored by the Registrar Services department with information on academic progress shared with the Financial Services department by the Registrar unit staff following each Student Promotions Committee (SPC) meeting in which student performance is reviewed for academic difficulty or behavioral concerns.

### SAP Standards & Review Process

Standards apply to medical students who wish to establish or maintain financial aid eligibility. Academic progress data provided by the Registrar staff is reviewed at the end of the year to determine SAP compliance. There are two components to these standards:

1. **Passing all of the requisite coursework.** This serves as both the qualitative and quantitative component of the SAP policy because medical students are graded on an honors, near honors, pass, fail system.
2. **Not exceeding the Duration of Eligibility:** Students who are enrolled for more than 150% of the typical length of their degree become ineligible for federal financial aid consideration when they reach the stated maximum term, as determined by the College of Medicine Registrar. Transfer hours and withdrawal semesters are included in the duration of eligibility. Leave of absences or periods when the student is not enrolled are not included. Eligibility for medical students is in accordance with the Federal regulation which allows aid eligibility for 150% of the intended degree program (a maximum of 6 years for regular MD students; up to seven years for other combined degree students; and up to 10 years for MSTP students (MD/Ph.D. students).

### Appeal Process

Students who are identified as not meeting SAP standards are ineligible for aid unless an appeal is submitted. Students may submit a written appeal (in letter format) that will be reviewed by the Financial Services Staff and OSAC Administration staff through the Student Promotions Committee. An appeal consists of a written statement or letter explaining what happened to lead to not meeting academic standards and steps for success in moving forward. This letter will be reviewed by the Committee and noted in the University's Financial Aid electronic record system, the College of Medicine's Registrar records, and maintained by Financial Services department staff.

### Financial Aid Probation

If an appeal is approved, the student will be provided with the specific steps to take to satisfy their probationary status and/or a specific length of time or period for eligibility extension. Students on probationary status will be monitored by the College of Medicine after each semester to ensure that they are meeting their probation requirements. If a student does not meet their probation requirements, they will become ineligible for federal financial aid for future sessions until another appeal is submitted/approved.

#### Course Repeats

Students who fail a course may repeat that course and receive financial aid for it until the course is passed. Students receiving a passing grade and retaking the course may only receive financial aid for that course one additional time. Repeated courses will be counted towards both the qualitative/quantitative and duration of eligibility components of SAP.

#### Incompletes

An Incomplete will count as not passing all requisite coursework and therefore would result in a student not meeting SAP standards and an appeal would be needed. If the incomplete grade is completed with a passing grade, the student can be re-evaluated for SAP eligibility on a case-by-case basis.

#### Withdrawals

A withdrawn course will count as not passing all requisite coursework and therefore would result in a student not meeting SAP standards and an appeal would be needed.

#### Retroactive Grade Changes

SAP eligibility is based on a grade check after final grades are posted and before the next semester has started. Grade changes that occur after final grades have posted can be considered on a case-by-case basis based on student request.

#### Consortium Agreements

Hours taken under a consortium agreement are included in the SAP calculation and would need to be passed in order to meet SAP standards.