

FINANCIAL AID SATISFACTORY ACADEMIC PROGRESS POLICY

Satisfactory academic progress (SAP) is the term used by the Financial Aid Office to apply Federal regulations to reasonably measure the successful progress toward a degree. If you do not meet the minimum requirements, you could lose your eligibility for financial aid.

- *“Promotion” means passing a student from one year to the next or graduating.*
- *“Expulsion” means the termination of a student’s studies.*
- *Termination of studies may occur in the event that the student does not fulfil the requirements for promotion, graduation or in the event of inappropriate and nonprofessional conduct. This decision will be made by the School Director or his/her surrogate after consultation with the Student Promotions Committee.*

SATISFACTORY ACADEMIC PROGRESS STANDARDS (for Medical Students)

Student academic progress is measured in three area:

- **Maximum time frame**
 - The maximum allotted timeframe for a student to complete the MD degree and still be eligible for federal loans over the duration is 150% of the allotted time of the degree.
 - This percentage is calculated on a cumulative basis.
 - As the MD is a 4-year degree, the maximum timeframe will be 6 years.
 - A student may only repeat a year of study once during the course of his/her studies.
- **Qualitative Standard**
 - For an MD Program a student must have satisfactory completion of all course requirements and examinations with grades that are consistent with the school’s graduation requirements in order to be promoted from one year to the next, prior to the commencement of the following academic year.
 - *Students’ progress will be evaluated semi-annually by the year coordinator, Associate Dean for Academic Affairs and the Associate Dean for Student Affairs. In order to advance a year students are required to pass all of the year’s courses.*
 - *Students who have failed a course will be required to meet with the Associate Dean for Student Affairs and a student who failed a Make-up examination (“moed bet”) will be brought to the promotions committee.*
 - *Students who do not pass the make-up (“moed bet”) of an examination will be considered to have failed the course. Since the academic requirements have not been fulfilled, studies may not be continued without review by the MSIH Student Promotions Committee at which the student is asked to appear. The Committee then recommends to the School Director one of the following options: terminating studies, repeating a year, a course, or a clerkship. The Director will have sole discretion to apply his decision which is bound by MSIH, Faculty and University regulations.*

- A student who does not meet these requirements will be ineligible for federal loans until such time as they improve their grades and once again meet the Federal Aid requirements.
- *Students who repeat an academic year must fulfil all of the requirements of that specific year unless agreed upon with the Director.* During the year the student will be ineligible for federal loans.
- *Students are permitted to repeat an academic year only once during their four years of studies.*
- *Before making his decision the school director will invite the student for a hearing. The student may bring one person of their choice to accompany them to this meeting.*
- *Students may not start third year clinical studies without completing all requirements of years one and two.*
- *A student may appeal the decisions of the School Director, in writing, to the Dean of the Faculty of Health Sciences in strict coordination with MSIH regulations and guidelines. All arrangements to make such an appeal are to be handled via the school administration and the student is not to approach the Dean's office on his/her own.*
- **Quantitative Standard**
 - A student must have passing grades for at least 67% of the cumulative successfully completed courses leading to a degree that ensures completion of the academic credential within the maximum time frame allowed of up to 150%.
 - The MD degrees require four years to complete the coursework.
 - A student is ineligible when it becomes mathematically impossible for him to complete his program within the 150% framework.

SAP EVALUATION FREQUENCY (for MD students)

- For Medical Students both the qualitative and quantitative *progress will be evaluated semi-annually by the year coordinator, Associate Dean for Academic Affairs and the Associate Dean for Student Affairs.*
- A student who is not maintaining SAP in a given semester will be:
 - Placed in warning status
 - Placed in probation for financial aid (this will allow the student to continue receiving financial aid for up to one semester but the student will need to show improvement and maintain the cumulative SAP requirements in the following year). or
 - Lose their eligibility to receive financial aid.
- The SAP decision may be delayed by outstanding grades decisions.

- If you are denied aid, you may appeal. If your appeal is approved, you will be put on Financial Aid Probation for the next payment period. During the period you are expected to improve your grades.
- If, at the end of that period, you fail the satisfactory progress check, you will lose eligibility for loans until such time as you regain SAP requirements for your academic plan.

OTHER FACTORS TO BE DEFINED

- **Incomplete**
 - A course is defined as incomplete if the requirements for the course have not been completed.
 - A student did not attend the required number of compulsory lectures, tutorials, laboratories etc.
- **Withdrawal**
 - A student is regarded as being withdrawn if the student does not attend lectures etc. as per requirements and does not attend the necessary exams.
 - The student will receive a letter once it becomes clear that he/she is no longer attending.
- **Repetition**
 - As stated above, a student who has not completed the requirements or has failed will be required to redo either a semester or a year.
 - The student will then be placed on probation for financial aid for one semester.
 - Should the student achieve the required satisfactory qualitative and quantitative requirements at the end of the semester and the time frame be within the limits stated above, the student will be eligible for further loans.