

Satisfactory Academic Progress Policy for Stritch School of Medicine

Federal regulations require student to maintain Satisfactory Academic Progress (SAP) standards as a recipient of federal financial aid. These standards apply to part-time and full-time students for all terms of enrollment, including those terms for which no financial aid was granted.

Criteria

Each student must meet all three of the federal standards to maintain SAP eligibility and receive federal aid:

- Qualitative (GPA or comparable assessment);
- Quantitative (the pace at which a student must progress to complete the degree program);
- Maximum Timeframe (the maximum length of time a student has to complete their degree requirements)

Maintain an Academic Status of Good Standing

This status indicates that you are not on probation (enrollment permitted), are not on suspension (enrollment not permitted) and have not failed an initial attempt to remediate an academic deficiency.

Complete & Pass 2/3 of All Credits Attempted (Qualitative and Quantitative)

Students must complete and receive a grade of pass, pass++(pass/fail courses only), or higher, in at least two-thirds of all attempted credits. Grades of P*, U, F, INC, and/or WD are considered non-passing grades and unsuccessful attempts and therefore do not count as satisfactory completion of a course for SAP purposes.

Complete the Program Within a Specific Period of Time (Maximum Timeframe)

Students must be on track to complete their degree within six years to maintain federal financial aid eligibility. If you are enrolled in a joint or dual program, the maximum timeframe is extended to 150% of the regular timeframe to completion expected for both degrees on a full-time basis. Periods of approved leave (academic or personal) or other periods of non-enrollment will not count against you.

Remedial and repeated coursework does not result in an extension, nor does credit earned through a consortium/contractual agreement.

Students who have completed all required coursework for his or her degree or certificate but have not yet received the degree or certificate cannot receive further federal or state financial aid for that program. Courses that do not count toward a student's degree, certificate, or other recognized credential also cannot count toward enrollment status for the purposes of federal financial aid eligibility.

Evaluation

The Financial Aid Office will evaluate a student's SAP status at the end of each academic year (end of Spring) once official grades are posted. This process includes a manual review of grades received, courses attempted, and pace towards graduation. If grades have not been updated at the time of SAP review, your financial aid may be held until SAP can be evaluated. Failure to meet any of the SAP standards will result in the suspension of all federal aid.

Notification

A student not meeting one or more of the required SAP standards will be notified by email via their @LUC.edu address. Communication will occur once the SAP evaluation has been completed and will include information on the specific failed SAP standard(s), how federal aid cannot be awarded, and next steps a student may take (appeal).

Appeals

If a student's aid is suspended and their failure to meet the requirements of SAP is due to extenuating circumstances outside of the student's control, the student may submit a written appeal to the Financial Aid Office.

Appealable extenuating circumstances may include (but are not limited to):

- Medical emergencies, including severe illness, health issues, accidents or major hospitalizations
- Death of a family member or other significant person
- Being the victim of a serious crime
- Financial or personal catastrophe
- Natural disaster
- Other extenuating circumstances

An official appeal has the following components:

1. A written statement outlining:
 - An explanation of any relevant extraordinary circumstances,
 - Address the reason(s) for failing to meet the minimum academic requirements, and
 - Explanation of how your situation has changed or issues have been addressed and resolved. Include as many specifics as possible, including corrective action(s) you have identified and will follow.
2. Third-party documentation
 - This may include medical records with dates of service included, police reports, obituaries, statements from employers, academic advisers, professors, professional health care workers, or other appropriate parties. Statements from family members or friends cannot be accepted as third-party documentation.
3. The student is required to meet with SSOM Student Affairs to develop an academic plan;
 - SSOM Student Affairs is required to sign the appeal form;
4. A degree audit will be required for an appeal if the student is not meeting pace or maximum timeframe.

Deadlines

All applicable deadlines are noted on the SAP Appeal form and updated each year.

Appeal Decisions

Upon completion of the review of an appeal, students will be notified if their appeal is granted or denied via an email to their LUC.edu email account. Students who appeal will receive one of three decisions regarding their eligibility. These include:

Probation:

- If a student is placed on SAP Probation after an appeal, he/she/they will be eligible for aid during one additional academic term. Upon completion of the probationary term, the student must be in good standing for all SAP requirements. If the student returns to good standing after one academic term, their aid will be reinstated for future semesters. If the student fails to meet any SAP requirements upon completion of their probationary period, their aid will be suspended.
- If the terms of the original probation do not specifically prohibit appeals, students whose aid is suspended after a probationary term may appeal their subsequent suspension if it is still mathematically possible to return to good standing by the time the student's degree requirements are completed. However, the new appeal must demonstrate that extenuating circumstances unrelated to the original appeal have occurred. All appeal requirements and deadlines follow the guidance for original appeals.

Academic Plan:

- Students may be placed on an academic plan after submitting a successful appeal. If it is mathematically impossible for a student to resolve all deficiencies within a single term, the student may be placed on an academic plan aimed at achieving Satisfactory Academic Progress (SAP) within a reasonable timeframe, but before completing degree requirements.
- The academic plan will have term-based requirements and will remain in effect until the student is in good standing for all SAP components. The length of the plan is determined by the SAP committee based on the student's individual circumstances and may not necessarily correspond to the exact number of terms needed to resolve deficiencies.
- If the student continues to meet the criteria set forth in the approved Academic Plan during each term review, the academic plan will continue to the next term of enrollment or until the deadline set for the Academic Plan at the time it is established. If the student fails to meet the plan's criteria during any term review, their financial aid may be suspended.
- If a student's aid is suspended due to failure to meet the SAP academic plan requirements, they may only appeal the suspension if it is still mathematically possible to return to good standing by the time they complete their degree and if their original academic plan does not specifically prohibit appeals. The new appeal must demonstrate that extenuating circumstances unrelated to the original appeal have occurred. All appeal requirements and deadlines follow the guidance for original appeals.

SAP Suspension- Appeal Denied

Some situations may not provide sufficient grounds for an appeal to be approved. These circumstances include, but are not limited to:

- lack of awareness of withdrawal policies
- lack of awareness of requirements for Satisfactory Academic Progress
- unpreparedness for coursework
- work responsibilities
- scheduling conflicts
- situations or circumstances that happened before or after the period of enrollment during which a student failed to meet SAP
- need for financial assistance to continue in program

In order to reinstate federal financial aid eligibility, including federal loan assistance, after a SAP suspension when an appeal has been denied or has not been submitted by the deadlines outlined above, students may reestablish eligibility for the federal programs by meeting the SAP requirements outlined above without the use of federal financial aid.

Special Considerations for First-time Financial Aid Applicants

Current students are required to meet the satisfactory academic progress requirements for all terms of enrollment, including those in which no federal aid was disbursed to the student. Only current students who are federal financial aid recipients will receive suspension notices. If you are a currently enrolled student, you are applying for financial aid for the first time, and your previous academic record does not meet the minimum SAP requirements, you will need to complete a Satisfactory Academic Progress (SAP) appeal for first-time aid filers in order to establish eligibility for financial aid. Your appeal should include the following:

- A written statement outlining:
- An explanation of any relevant extraordinary circumstances,
- Address the reason(s) for failing to meet the minimum academic requirements, and
- Explanation of how your situation has changed or issues have been addressed and resolved. Include as many specifics as possible, including corrective action(s) you have identified and will follow.
- Third-party documentation
 1. This may include medical records with dates of service included, police reports, obituaries, statements from employers, academic advisers, professors, professional health care workers, or other appropriate parties. Statements from family members or friends cannot be accepted as third-party documentation.
- The student is required to meet with SSOM Student Affairs to develop an academic plan;
- SSOM Student Affairs is required to sign the appeal form;
- A degree audit will be required for an appeal if the student is not meeting pace or maximum timeframe.

First-time Aid applicant's appeal will be reviewed and students will be placed in one of the appeal decision categories outlined above (Probation, Academic Plan, Appeal Denial).

The University reserves the right to adjust these policies as needed.