• Be accepted for enrollment or enrolled in an eligible degree-seeking program.
• Be a US Citizen or US National.
• If a male over the age of 18 years, be registered with the Selective Service System. Male students who fail to register with the Selective Service System before turning 26 years of age may be ineligible for Federal student loan and grant programs.
• Have a valid Social Security Number.
• Maintain at least half-time enrollment.
• Maintain Satisfactory Academic Progress.
• Not have a prior drug conviction while receiving federal Title IV funds.
• Submit the Free Application for Federal Student Aid (FAFSA) annually.

Students must also not be in default or owe an overpayment on any Federal student aid program funds, or subject to a judgment lien for a debt owed to the United States.

Loss of Federal Aid Eligibility Because of Possession or Sale of Illegal Drugs

A federal or state drug conviction can disqualify a student for Federal student aid. The period of ineligibility is determined by the type and number of convictions (Table 8).

Table 8. Loss of Federal Aid Eligibility Because of Possession or Sale of Illegal Drugs

<table>
<thead>
<tr>
<th>Offense</th>
<th>Possession of Illegal Drugs</th>
<th>Sale of Illegal Drugs</th>
</tr>
</thead>
<tbody>
<tr>
<td>First offense</td>
<td>1 year from date of conviction</td>
<td>2 years from date of conviction</td>
</tr>
<tr>
<td>Second offense</td>
<td>2 years from date of conviction</td>
<td>Indefinite period</td>
</tr>
<tr>
<td>Third offense</td>
<td>Indefinite period</td>
<td>Indefinite period</td>
</tr>
</tbody>
</table>

The office of Financial Aid notifies students by email if the medical school learns that the student has become ineligible for Federal funds. The office of Financial Aid works with the student to identify the necessary steps to possibly re-establish eligibility.

Disbursement of Aid

The dates for disbursement of financial aid are included in the financial and academic calendars (Tables 4 and 5) in this Graduate Student Handbook, which is published on the medical school website and graduate student portal.

Satisfactory Academic Progress and Eligibility for Financial Aid

Standards of satisfactory academic progress (SAP) standards are applied to all students at the medical school and are used also to establish and maintain eligibility for institutional, federal, and state financial aid regardless of whether the student has received financial aid previously. If SAP is not maintained, the student is not eligible for federal and state financial aid, and is not eligible for institutional financial aid unless
there are exceptional circumstances as determined at the discretion of the associate dean for Student Affairs.

The graduate Program Committee reviews the aggregated and individual performance records of all graduate students in the program on a continuing basis to help ensure success. The Program Committee notifies the office of Financial Aid when a student is placed on an academic warning status, which is separate from the SAP review performed by the office of Financial Aid.

**Frequency of SAP Review**

The office of Financial Aid makes separate determinations from the graduate Program Committee of SAP status for financial aid eligibility. These reviews are completed at the end of each payment period (semester or term).

The academic year for the MS degree in Biomedical Sciences is term-based with two payment periods, referred to as term one and term two. There is no optional summer term. SAP is evaluated at the end of each term in which students are enrolled.

The academic year for other Master’s Degree programs are semester-based with two payment periods, referred to as fall semester and spring semester. There is no optional summer semester. SAP is evaluated at the end of each semester in which students are enrolled.

**Components of SAP Standing**

All attempted courses that appear on a student’s academic transcript are counted in calculating progress, regardless of whether or not the student is receiving financial aid at the time the courses are attempted. These requirements include both qualitative (grade-based) and quantitative (pace- or time-based, and maximum time frame) criteria that are applied consistently to all graduate students in the educational program.

**Qualitative Standards**

To meet the minimum qualitative standards for the MS degree in Biomedical Sciences (term-based with pass/fail grading system), students must:

- Have no more than two final grades of fail.
- Meet the quantitative (pace-based) requirements for degree completion.
- Adhere to all requirements of any learning contract that is in place.
- Comply with the Code of Professional Conduct and all other medical school policies and procedures.

To meet the minimum qualitative standards for the MS degree in Clinical Informatics (semester-based with pass/fail grading system), students must:

- Meet the quantitative (pace-based) requirements for degree completion.
• Adhere to all requirements of any learning contract that is in place.
• Comply with the Code of Professional Conduct and all other medical school policies and procedures.

Quantitative Standards

To meet the minimum quantitative measures for pace, students must pass at least 67% of cumulative attempted credits. The percentage is calculated by dividing the total attempted credit hours into the total earned credits.

Grades of fail, incomplete, and withdrawal count as attempted credit hours in the calculation.

There is no separate grade for withdrawal if passing versus withdrawal if failing.

Maximum Time Limits for Federal Financial Aid

The maximum allowable time limit for receiving financial aid is equal to 150% of the length of the academic program (based on the number of terms/semesters) unless the time limit is extended under a learning contract.

Table 9. Time Limits for Receiving Financial Aid by Educational Program

<table>
<thead>
<tr>
<th>Degree or Certificate Program</th>
<th>Anticipated Time from Enrollment to Completion</th>
<th>Maximum Time Permitted</th>
</tr>
</thead>
<tbody>
<tr>
<td>Master of Science degree in Biomedical Sciences</td>
<td>2 terms (9 consecutive months)</td>
<td>3 terms and no more than 24 months from matriculation</td>
</tr>
<tr>
<td>Master of Science degree in Clinical Informatics</td>
<td>4 semesters (18 months in two consecutive academic years)</td>
<td>6 semesters and no more than 36 months from matriculation</td>
</tr>
<tr>
<td>Certificate in Applied Clinical Informatics</td>
<td>2 semesters (9 consecutive months)</td>
<td>3 semesters and no more than 24 months from matriculation</td>
</tr>
</tbody>
</table>

A student may require additional time for completion of degree or certificate requirements because of academic reasons such as pursuing additional scholarly or other enrichment activities. A learning contract may be established by the Program Committee that departs from the usual time limits for the educational program and requires the repetition of all or part of the curriculum, such as subsequent to incomplete or unsatisfactory course work. The associate dean for Educational Affairs may extend the degree and certificate completion time limit for graduate students who are pursuing additional approved scholarly or other enrichment activities, or to meet the requirements of a learning contract.