



## Satisfactory Academic Progress (SAP) Policy

Federal regulations require all students receiving financial assistance to maintain standards of SAP. This policy describes financial aid SAP standards at WMed, which apply to all matriculated MD and Bridge students whether or not they are recipients of FSA. Students failing to meet SAP requirements may lose federal, state, and/or institutional financial aid.

### I. Frequency of SAP Review

- A. The office of Financial Aid reviews SAP at the end of every academic year. Each academic year includes two payment periods (terms).
- B. The aggregated and individual performance records of all MD and Bridge students are reviewed on a continuing basis by the Medical Student Performance Committee and the Program Committee, respectively. The office of Financial Aid is notified when a student is placed on warning academic status. These notifications are not part of the official SAP calculation performed by the office of Financial Aid.

### II. Components of SAP Standing

- A. MD and Bridge students are required to successfully complete all activities, courses/clerkships, and examinations, and to comply with all medical school policies and procedures, to maintain SAP and graduate within published time limits.
- B. All attempted courses/clerkships 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/clerkships are attempted. These requirements include both qualitative (grade-based) and quantitative (pace or time-based) criteria that are applied consistently to all students.

### III. Qualitative Measures of SAP (Successful Completion)

WMed does not measure academic progress using a cumulative grade point average (GPA) for the MD and Bridge degree programs but instead uses a pass/fail grading system.

- A. Grades are assigned according to course type:
  1. Foundations of Medicine and Bridge courses: Pass, Fail, Fail/Pass, Incomplete, In Progress, Withdrawal.
  2. Clinical Applications: Honors, Pass, Fail, Fail/Pass, Incomplete, In Progress, Withdrawal.
  3. Student Skills (scholarship, quality improvement, active citizenship in community health, and teaching): Complete, Complete with Commendation, Incomplete.



B. Grades are credited successfully or unsuccessfully towards SAP evaluation as follows:

1. Grades of Honors, Pass, Fail/Pass, Complete, and Complete with Commendation count towards successful completion.
2. The grade of In Progress counts toward successful progress, but does not count as successful completion.
3. Grades of Fail, Incomplete, and Withdrawal do not count towards successful completion.

C. Minimum Qualitative Standards

1. Maintains enrollment and meets the quantitative (pace) requirements for degree completion.
2. Has no reports from the Medical Student Performance Committee or Program Committee indicating a failure to meet SAP standards.
3. No more than two grades of Fail or Incomplete in any two courses/clerkships within the academic year, including grades of Fail that are eligible but have not been remediated to a grade of Fail/Pass;
4. Successful completion of at least 67% of cumulative attempted credits with a course/clerkship grade of Honors, Pass, Fail/Pass, or In Progress.
5. Adherence to all requirements of any learning contract that is in place.
6. Substantial compliance with the Code of Professional Conduct and all other medical school policies and procedures.
7. For medical students only:
  - a. Successful demonstration of required skills (scholarship, quality improvement, active citizenship in community health, and teaching) with a final grade of Complete or Complete with Commendation.
  - b. Passing scores on USMLE examinations within prescribed time limits.

D. Repeat Courses

One repeat of a failed course is permitted if it is part of a learning contract.

E. Transfer Credits

There are no transfer credits accepted by WMed towards the completion of the degree requirements.

Changes in major are not permitted at WMed. Students must apply to, and meet the admissions criteria for, each degree program they wish to pursue. Once admitted to a degree program, credits earned in that program may not be transferred to another degree program.

F. Fixed Qualitative Measurement

The qualitative measurement for meeting SAP is fixed rather than graduated.

G. End of Second Year



Per federal regulation, by the end of the second academic year, medical students must have academic standing that is consistent with the institution's requirements for advancement and graduation.

#### H. Elective credits

Four one-week electives must be completed as part of the Foundations of Medicine requirements. Each elective is 0.5 credits for a total of 2 credits that are required. There are several flexible weeks during Foundations of Medicine that may be used for vacation or electives, at the student's choice. Completion of these credits is required, and is part of the SAP review process at the end of the second year.

#### I. Missing Grades

Faculty submit grades within two weeks of course/clerkship completion. However, there may be instances when a student's academic history includes missing grades at the time SAP is calculated. It is anticipated that students with missing grades will meet SAP requirements based on the number of cumulative credits required for their programs. SAP calculations will continue to be performed until all grades for the SAP review period have been submitted.

### IV. Quantitative Measures of SAP (Pace and Maximum Time Limits)

A student must pass at least 67% of attempted credit hours to remain on track. The percentage is calculated by dividing the total attempted credit hours into the total earned credit hours. The maximum allowable timeframe for receiving aid is equal to 150% of the length of the academic program excluding periods of approved leave of absence.

A. Students must complete all requirements of the degree or dual-degree program within the established maximum time limits unless the time limit is extended because of an approved leave of absence, or extended under a learning contract.

1. The expected time limit for completion of the Doctor of Medicine (MD) degree requirements is four academic years. The maximum time permitted is six years. No more than three years may be devoted to Foundations of Medicine (courses in years 1 and 2) and no more than three years may be devoted to Clinical Applications (courses/clerkships in years 3 and 4).
2. The expected time limit for completion of the Master's in Biomedical Sciences (Bridge) degree program is nine months or two terms. The maximum time permitted is three terms.
3. The expected time limit for completion of a dual-degree Doctor of Medicine-Master's degree program is five years. The maximum time permitted is seven years.
4. The expected time limit for the completion of the dual-degree Doctor of Medicine-Doctor of Philosophy degree program is eight years. The maximum time permitted is ten years.



B. Because of academic, medical, or personal reasons, or scholarly enrichment activities, a student may require additional time for completion of degree requirements.

1. A learning contract may be established that departs from the usual course of study and requires the repetition of all or a part of the curriculum, such as subsequent to incomplete or unsatisfactory course work or following an approved leave of absence.
2. To meet SAP standards, medical students ordinarily must complete Foundations of Medicine within the maximum time limit of three years from initial enrollment.

#### V. Leave of Absence

A leave of absence may be approved for academic, medical, or personal reasons, and may be requested generally for a period of up to one year. The time period of approved leaves of absence is not included in the maximum time limitations for completion of degree programs.

**Contact the Office of Financial Aid for more information or assistance:**

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