Satisfactory Academic Progress for Financial Aid Eligibility for Students at the Medical College of Wisconsin

Satisfactory Academic Progress (SAP) is the term used to determine if a student is making acceptable progress toward a degree. Federal regulations require all schools to apply qualitative and quantitative standards in measuring academic progress for financial aid purposes. These standards apply to all students who receive institutional and federal Title IV (Federal Direct Stafford Loan, Federal Direct Grad Plus Loan and Federal Perkins Loan) and Title VII (Primary Care Loan) funds administered by MCW. A review of a student’s academic progress will be conducted once within 30 days after the end of the academic year. A student’s failure to meet Satisfactory Academic Progress standards (for all terms enrolled, not just those terms that aid was received) may result in loss of federal aid eligibility.

Qualitative Standard – Grade Average

Financial aid recipients are governed by the performance standards of the school in which they are enrolled.

- **Medical Students**

  The Medical College of Wisconsin calculates grade average based upon a grading system of Honors, High Pass, Pass, Low Pass and Fail. Students must maintain both an annual and cumulative grade average of "Pass". The Medical College of Wisconsin has assigned a numeric number to the above grading system for the purpose of calculating SAP as the following:

  Honors = 4  
  High Pass = 3  
  Pass = 2  
  Low Pass = 1  
  Fail = 0

  A student who attains an average numeric value of 2 will not be placed on Financial Aid probation and a student who attains an average numeric value below 2 will be placed on Financial Aid probation pending approval of appeal.

- **Graduate Students**

  The Medical College of Wisconsin calculates grades for the graduate school the following way:

  **Grading**

  The Master of Science, Master of Public Health, Master of Arts, and Doctor of Philosophy degrees are conferred by the Graduate School of
Biomedical Sciences and the Medical College of Wisconsin upon students who have successfully completed the required course of study and who have demonstrated academic excellence in the classroom and in research.

The progress and performance of each matriculated student is reviewed by the faculty in the student's program at least yearly, at the end of the second semester of the academic year. These evaluations are submitted to the Graduate School Dean, who will notify the student if the evaluation is unsatisfactory in any regard.

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<th>Grading Scale</th>
<th>4.0</th>
<th>3.0</th>
<th>2.0</th>
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<td>C</td>
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A student who attains an average numeric value of 2 will not be placed on Financial Aid probation and a student who attains an average numeric value below 2 will be placed on Financial Aid probation pending approval of appeal.

Students who register for xx295 (Readings and Research), xx299 (Master’s Thesis), and/or xx399 (Doctoral Dissertation) will be evaluated in part on the basis of research progress. Progress will be evaluated annually by faculty who hold an appointment in the department or program in which the student is matriculated, and must accurately reflect the student’s “progress” as perceived by the faculty.

Evaluation will be made according to policies established by the department or program, and grades will be determined as follows:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Value</th>
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<tr>
<td>E</td>
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<td>G</td>
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- **Pharmacy Students**

The Medical College of Wisconsin calculates grades for the Pharmacy School the following way:

The School of Pharmacy employs an Honors, Satisfactory and Unsatisfactory grading system. Good Academic Standing means that
The Medical College of Wisconsin’s Pharmacy School calculates grade average based upon a grading system of Honors, Satisfactory and Unsatisfactory. Students must earn an Honors or Satisfactory grade in each course and rotation and complete all program requirements to be considered in Good Academic Standing. The Medical College of Wisconsin has assigned a numeric number to the above grading system for the purpose of calculating SAP as the following:

- Honors = 4
- Satisfactory = 2
- Unsatisfactory = 0

A student who attains an average numeric value of 2 will not be placed on Financial Aid probation and a student who attains an average numeric value below 2 will be placed on Financial Aid probation pending approval of appeal.

- Master of Science in Anesthesia Students

**Grading System**

The Medical College of Wisconsin MSA Program employs a GPA-based grading scale. A grade of Incomplete can be used only when a student has not been able to complete course requirements for some acute and unexpected circumstances beyond the student's control.

**Grading Scale:**
- A: (4.0)
- A-: (3.7)
- B+: (3.3)
- B: (3.0)
- B-: (2.7)
- C+: (2.3)
- C: (2.0)  The number of competencies is variable by course. See course syllabi for specified competencies in each course.

**Fully Satisfactory Performance**

A student who attains an average numeric value of 2 will not be placed on Financial Aid probation and a student who attains an average numeric value below 2 will be placed on Financial Aid probation pending approval of appeal.

The following statuses do not count towards the SAP GPA:

- Incomplete - An evaluation of *Incomplete* is used to identify a student who, at the time a course has ended, has not yet completed the usual course requirements, but has been temporarily excused (e.g., because of illness) from doing so by the department. *The grade of Incomplete can be used only when a student has not been able to complete course requirements for some acute and unexpected circumstance beyond the student's control.* An Incomplete grade is not part of the
The qualitative component of SAP and is not included in the GPA. An Incomplete will be counted towards the quantitative component and maximum Time Frame Measures. Students’ status may change once a final grade is recorded. The Academic Standing Committee expects that the Incomplete will be converted as soon as possible. If a supplementary evaluation is not received by the Registrar by August 1 following the academic year in which it was received, each Incomplete will be converted to a Fail. Both the Incomplete and the Fail will remain on the student’s permanent record regardless of when the final evaluation is received after August 1. Once a grade is posted for the Incomplete or the Incomplete changes to a Fail, that grade counts towards the SAP GPA as indicated in the bullet points below:

The following statuses do count towards the SAP GPA:

- Completed courses
- Failed courses
- Remedial courses
- Repeated courses are calculated in the SAP GPA in accordance with the Academic Standing Guidelines on repeat coursework - A student who does not obtain a grade of Pass or better when repeating a course or courses will be considered for dismissal from the Medical College. Under current financial aid guidelines, students who failed a course(s) and are required to repeat an entire year of coursework, which would also include successfully completed courses, will be eligible for federal loans for the repeat of the required academic year. Funding will be provided only once for the repeat of the same academic year. If the courses are successfully repeated, these courses would then be counted as both attempted and completed for the pace calculation and the recorded grade would count towards the qualitative component of the SAP GPA.

Other status changes:

- **Withdrawn** – did not meet the requirements necessary for successful completion of the course; there is no other terminology for Withdrawn.
- **Transfer credits** are not included in the qualitative SAP GPA. Transfer medical students are only allowed in the third year and have to meet all of the requirements necessary to be admitted as a M-3 student. If a transfer student is accepted in the third year of medical school, this would indicate that the student’s prior two years of medical school will count as attempted and completed towards the quantitative component of SAP regarding PACE and maximum Time Frame Measures.
- **Pursuit of a Second Degree** – all SAP qualitative and quantitative rules will apply. Each degree program has a specific time frame in which to attain the degree and a student will be monitored to make sure the student is within the expected time frame measures. All grades that are submitted for each degree pursued will be used to determine the qualitative component of the SAP GPA.

Non-credit remedial courses is not applicable at the professional/graduate level.
**Quantitative Standard – Degree Completion Rate**

Students must complete two-thirds (0.67) of the courses for which they are enrolled. This rate is determined by taking the total completed courses and dividing it by the total registered courses.

**Pace**

A student must meet pace and progress toward graduation by successfully completing 2/3 of the cumulative units attempted.

**Medical Students:**

A student must complete all requirements for the Doctor of Medicine degree within six years for medical students at the MCW – Milwaukee campus and five years for medical students at the MCW – Green Bay and Central Wisconsin campuses after first enrollment in the program, not including any time for approved leave of absence.

**Graduate Students:**

**Maximum Timeframe Measure**

The maximum timeframe for Satisfactory Academic Progress is identical to the maximum timeframe defined by the Medical College of Wisconsin Graduate School’s policy which is the following:

**Degrees**

**Doctor of Philosophy**

Doctoral degree candidates must complete all degree requirements within 7 calendar years. During this time, the student must enroll for at least 2 consecutive semesters of full-time study. A minimum of 60 credits of graduate work must be accumulated during the duration of the graduate program under the direct supervision of the student’s academic advisor, either the program director or the research advisor. Students who decide to pursue a MS degree This degree program is fully funded by Graduate Departments.

**Master of Science**

This program accommodates accelerated or part-time schedules. 30-credit minimum, average 2 year completion with a limit of 4 years.
A full-time student is required to have completed a minimum of 15 credits after 2 years to meet Satisfactory Academic Progress.

**Master of Arts**
This program accommodates accelerated or part-time schedules. 30-credit minimum, average 2 year completion with a limit of 4 years.

A full-time student is required to have completed a minimum of 15 credits after 2 years to meet Satisfactory Academic Progress.

**Master Public Health**
This is a web-based program designed for those with an interest in public and community health or occupational health. 42-credit minimum, full or part-time with a limit of 5 years.

A full-time student is required to have completed a minimum of 15 credits after 2 years to meet Satisfactory Academic Progress.

**Pharmacy Students:**

Students must complete the requirements for the Doctor of Pharmacy degree within (5) years from initial matriculation. Temporary withdrawals (academic, medical or otherwise), suspensions and delayed progression shall be included within the five-year period. Students are dismissed from the Doctor of Pharmacy program if the Progression Committee determines that they cannot complete the program within the five-year requirement.

For the pace calculation, if a student receives a grade of fail, incomplete or withdrawal, this would count as courses attempted but not completed.

If a student does not maintain the expected educational pace, the student has not met the requirements for SAP.

**Master of Science in Anesthesia Students:**

**Time Limits**

MSA Program – MCW Milwaukee  28 months  40 months
Financial Aid Probation, Appeal Process and Loss of Aid Eligibility

An Appeals Process to be Placed on Financial Aid Probation:

- Students who fail to meet either the qualitative or quantitative standards set forth in this policy after an academic period will be notified that he or she will be placed on probation only if an appeals form is completed in writing within seven days of the notification and the appeal is approved by the Financial Aid office. If the appeal is approved by the Financial Aid office, the student will be placed on Financial Aid probation.
- Satisfactory Academic Progress will be reviewed on the 30th day after the academic year has ended or sooner depending upon notification of student decisions of the Academic Standing Committee.
- Students on financial aid probation may continue to receive financial aid funds for one payment period.

An Appeals Process to have Financial Aid Reinstated:

A student can appeal the decision to deny financial aid as a result of failure to meet requirements for SAP. In addition, the appeal must demonstrate that: 1.) there were extenuating circumstances that caused the student to fail to meet the requirements for SAP (i.e. a death in the student’s immediate family, a student’s medical illness or injury or other undue hardships and 2.) there is a clear plan in place to meet the requirements of SAP.

If the Financial Aid office approves the appeal, the student will be placed on financial aid probation and will continue to receive financial aid for the next academic period. At the end of the academic period, the Financial Aid office will review the student’s progress toward meeting the requirements for SAP. At this point the student must meet the requirements of the academic plan and for SAP, or he or she will lose financial aid eligibility. The Financial Aid office will notify the student of the change in status and whether the student has maintained or lost financial aid eligibility.

Appeals:

Students who do not meet the minimum standards for satisfactory academic progress may appeal to the Financial Aid office for reinstatement of their financial aid eligibility. Circumstances which may be considered as a basis for an appeal may include family emergency, death in the student’s immediate family, a student’s medical illness or injury, or other undue hardships. Appeals should be submitted in writing and must include relevant documentation. The Financial Aid office must receive the written appeal no later than 60-days after the start of the academic period for which the financial aid is requested. Appeal decisions are final and are not further appealable. If an appeal is denied, the student is not eligible to receive financial aid. Eligibility
may be regained only by eliminating all SAP deficiencies at the student’s expense until all requirements of this policy are met.

**Loss of Aid Eligibility:**

- Students on financial aid probation who fail to meet either the qualitative or quantitative standards will lose their financial aid eligibility;

- The loss of aid eligibility will continue until the student has met both the qualitative and quantitative standards.

Please review your appropriate school’s handbook regarding Satisfactory Academic Progress.