



Satisfactory Academic Progress (SAP)

PURPOSE: To Outline the Relationship of Financial Awards and Academic Performance

SCOPE: Candidates for the Doctor of Medicine Degree (M.D.)

DEFINITION:

Satisfactory Academic Progress (SAP) is defined as the successful progression through the curriculum to obtain degree requirements within the maximum degree completion timeframe/pace of **six distinct academic years (150% requirement)**. The degree completion limit and curriculum pace/requirements are set forth within the Grading, Promotions and Appeals policy within the CMSRU Student Handbook.

A student who is placed on Academic Probation will be automatically placed on Financial Aid Probation.

In order to receive federal financial aid, per federal regulations, students must demonstrate Satisfactory Academic Progress (SAP) toward the attainment of their medical degree.

All students (whether they receive financial aid or not) during all periods of enrollment are placed into one of the two categories listed below based upon their academic performance:

1. A student is meeting Satisfactory Academic Progress (SAP) requirements:

- when a student has successfully completed all courses/clerkships and passes a USMLE Step 1, Step 2 CK, or Step 2 CS examination on the first attempt; or
- when the student has successfully completed repeating an academic year and/or has completed the successful remediation of a repeated course (s) and/or clerkship (s) due to unsatisfactory academic performance; or
- when a student passes USMLE Step 1, Step 2 CK, or Step 2 CS examination on the second and/or third attempt

2. A student is not meeting Satisfactory Academic Progress (SAP) requirements:

- when the student has unsuccessfully completed the remediation process for a course/clerkship and/or is required to repeat a course/clerkship due to unsatisfactory academic performance;
- when a student has an unsatisfactory in two courses and/or clerkships and must repeat the courses and/or clerkships in the next academic year; or
- when a student fails a USMLE Step 1, Step 2 CK, or Step 2 CS examination on the second and/or third attempt

From the CMSRU Grading, Promotions and Appeals policy: All required courses of all curricular years, including the required number of elective weeks [and USMLE Step examinations], must be completed satisfactorily in the prescribed sequence [as detailed *within the Grading, Promotions and Appeals policy within the [Student Handbook](#)*] before a student can be certified for graduation. A student may not repeat a course or clerkship more than once, and no more than three distinct academic years may be utilized to fulfill the requirements of either the first and second years (Phase 1), or the third and fourth years (Phase 2) of the curriculum. Students who perform scholarly work or enroll in dual degree programs (e.g., MD/PhD) may extend the degree completion limit from six distinct academic years to ten distinct academic years upon the recommendation of the Academic Standing Committee to the Dean. Of important note, most

medical licensing authorities require the completion of USMLE Steps 1, 2 and 3 within a seven-year period. Step 3 is taken during the first or second year of postgraduate training. All students should be familiar with the medical licensing requirements for the States where they intend to practice medicine, and if a waiver of the seven-year requirement is possible.

<u>Degree Program</u>	<u>Standard Length</u>	<u>Maximum Length</u>
M.D.	4 years	6 years
M.D. – Scholarly Research	5 years	10 years
M.D./Ph.D.	7-9 years	10 years

PROCEDURE:

SAP will be reviewed at the end of every academic year by the CMSRU Financial Aid Office. The CMSRU Financial Aid Office will notify students via email about SAP. Additionally, students will be notified about the SAP Appeal process if they are still within the maximum degree completion limit.

- If a student does not have SAP at the end of the academic year, federal aid will be revoked going forward until the student attains SAP. Or, the student can [appeal](#), and if approved, the student can be placed on financial aid PROBATION for the upcoming academic year.
- The CMSRU Financial Aid Office will determine whether or not the student is granted PROBATION with another academic year of federal aid. If the student is placed on an academic plan by the Academic Standing Committee or Executive Committee of Deans, the student can continue to receive federal aid as long as the student follows the academic plan set forth by the Academic Standing Committee* or Executive Committee of Deans. The academic plan option is determined on a case by case basis.
- The CMSRU Financial Aid Office must follow all SAP guidelines as set forth by federal regulations.

NOTE: If a student does not have SAP at the end of the academic year, institutional scholarships from CMSRU will be revoked and decisions regarding academic standing (for institutional scholarship purposes) cannot be appealed.

RESPONSIBILITY:

If a student is not attaining Satisfactory Academic Progress (SAP), the Academic Standing Committee will inform the Financial Aid Office about the student’s standing. Federal regulations mandate that institutions have a SAP policy to monitor academic progress.

*The Academic Standing Committee considers matters of academic standing, promotion and graduation of medical students. This committee has the responsibility of ensuring that each student meets the grading and promotions standards established for CMSRU (see the Student Handbook for the Grading and Promotions policy). This committee will ensure that students are assessed against defined learning objectives and that specific competencies have been achieved. The Academic Standing Committee has the responsibility to determine that students have satisfactorily met the requirements of each academic year in the M.D. curriculum; recommend to the faculty the candidates for the M.D. degree; consider individual requests for exceptions; determine whether students are to be placed on an academic plan or academic probation and the conditions for suspension. The committee may recommend the dismissal of a medical student to the dean in accordance with the policy.