


<p>Name of Policy: Satisfactory academic progress standards for student financial aid eligibility</p> <p>Policy Number: 3364-81-04-007-02</p> <p>Approving Officer: Dean, College of Medicine</p> <p>Responsible Agent: Director, Office of Student Financial Aid</p> <p>Scope: All University of Toledo Campuses</p>	 <p>Effective date: 04/22/07</p>
<input type="checkbox"/> New policy proposal	<input type="checkbox"/> Minor/technical revision of existing policy
<input type="checkbox"/> Major revision of existing policy	<input checked="" type="checkbox"/> Reaffirmation of existing policy

- (A) Policy statement
- (B) Purpose of policy
- (D) Procedure

This policy applies to medical students receiving Title IV financial aid. It has been developed to ensure that the Student Financial Aid Program meets or exceeds requirements set forth by federal legislation and regulations governing academic standards of progress for financial aid eligibility.

I. General Requirements for Satisfactory Progress

A. Maximum Time Frame for Financial Aid Eligibility

A student will be permitted a time limit of four semesters of enrollment beyond the standard required length of study as a full-time student to complete the program for which he or she is enrolled. Summer enrollment, if required, is considered part of the academic year for purposes of this measure.

	<u>Standard</u>	<u>Mid-Point</u>	<u>Maximum</u>
Doctor of Medicine, 4-year program	4 years	5 years	6 years
Doctor of Medicine, 5-year program	5 years	6 years	7 years
Doctor of Medicine/Doctor of Philosophy	7 years	8 years	9 years

- B. Transfer students will be allowed the total years for completion of degree including time spent at the previous institution to the extent that credit hours are transferred and applied toward the degree objective at this institution.
- C. A student registering for less than full-time enrollment will be allowed additional time of eligibility based upon a proportion of the actual hours for which registered since the time of first enrollment as compared to normal full-time hours for the same time period.

- D. Students who reach the mid-point of the maximum time frame (as indicated above), will be notified that they are on financial aid warning and have one remaining year in which to complete their degree. No negative action will be taken.
- E. Students who exceed the maximum time frame schedule will be denied any further financial aid, until a written appeal has been completed and approved.
- F. Making Satisfactory Progress with respect to Completion of Course and Promotion Requirements.
 - 1. A student must complete with passing grades at least 50% percent of the credit hours for which the student registered and paid fees for each academic year (Summer through Spring). Any student failing to meet this 50% percent standard due to grades of Unsatisfactory, Fail, Withdraw, Withdraw Fail, Withdraw Pass, or Incomplete will be placed on financial aid probation. A student on probation must achieve this 50% percent standard for all courses in which enrolled for the following academic year, or be suspended from financial aid eligibility.
 - 2. As soon as any of the aforementioned grades are changed to earned grades, the student's probationary or suspended status may be lifted if the completion of course standards are then met.

II. Grade Requirements for Satisfactory Academic Standards

- A. Only students in good academic standing are eligible for Title IV financial aid. The College of Medicine does not measure academic standing by means of a cumulative grade point average. The student is required to complete with at least a "Pass" grade or its equivalent for all of the required courses in the curriculum in order to graduate. Therefore, grade performance as a measure of satisfactory academic progress for financial aid eligibility must be calculated according to the conversion process noted below. The following standards for financial aid eligibility have been established:
 - 1. Completion of first year of enrollment – Cumulative grade of at least a "Pass" or its equivalent by the end of Year 1.
 - 2. Completion of second year of enrollment – Cumulative grade of at least a "Pass" or its equivalent by the end of Year 2.
 - 3. Completion of third year of enrollment – Cumulative grade of "Pass" or its equivalent by the end of Year 3.
 - 4. Completion of fourth year of enrollment – Satisfaction of requirements for graduation.
- B. Any student failing to meet the above grade requirements will be placed on financial aid probation.

- C. A student placed on probation for financial aid eligibility must, by the end of the probationary enrollment year, attain the standing specified in this policy for satisfactory academic progress; failure to do so will result in suspension of financial aid eligibility, and will be notified, in writing, by the Director of Financial Aid.

III. Reinstatement for Financial Aid Eligibility

A student shall be reinstated for financial aid eligibility at such time as he or she has successfully completed sufficient hours and/or has a sufficient cumulative grade to meet the minimum requirements for eligibility as set forth in this policy. It is the student's responsibility to present evidence to the Student Affairs Office at the time he/she has met minimum requirements for reinstatement.

IV. Appeals of Financial Aid Probation or Suspension

A student on probation or suspension may appeal by indicating in writing to the Associate Dean of Student Affairs (a) reasons why he/she did not achieve minimum academic standards and (b) reasons why his/her aid eligibility should not be terminated or should be reinstated. Each appeal will be considered on its own merit. Individual cases will not be considered as precedent.

- A. The Associate Dean of Student Affairs will review the appeal within three weeks of its receipt and determine whether the financial aid probation or suspension is justified. The student will be advised in writing of the decision within one week of the appeal's consideration.
- B. A student wishing to appeal the Associate Dean's decision to the Dean of the College of Medicine may do so in accordance with these procedures:
 - 1. A written appeal must be sent to the Dean of the College of Medicine within two weeks of the Associate Dean's decision.
 - 2. The Dean of the College of Medicine will review the student's appeal and recommend an appropriate decision to the Associate Dean within two weeks of the receipt of the appeal.
 - 3. The Associate Dean shall then consider the appeal and recommendation and will notify the student in writing of a final decision within one week.

V. Enforcement

The Director of Student Financial Aid and the Associate Dean for Student Affairs shall have primary responsibility for enforcing this policy and shall notify students who are being placed on probation or being suspended from financial aid eligibility. The Office of the Registrar and other offices that maintain student information relevant to this enforcement responsibility shall provide such information when requested by the Associate Dean for Student Affairs as are necessary for the efficient enforcement of this policy

<p>Approved by:</p> <p>Jeffrey Gold, M.D.</p> <hr/> <p>Name Dean, College of Medicine</p> <hr/> <p>Title</p> <hr/> <p>Date</p> <p><i>Review/Revision Completed by:</i></p>	<p>Policies Superseded by This Policy: None</p> <p>Initial effective date: 07/01/00</p> <p>Review/Revision Date:</p> <ul style="list-style-type: none"> • 08/17/01 • 07/16/03 • 09/17/04 • 04/22/07 <p>Next review date: 04/22/2010 (three years from most recent revision/review date)</p>
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