



Charles R. Drew University of Medicine and Science
"A Private University with a Public Mission"

Satisfactory Academic Progress (SAP) Policy

POLICY: 321

Supersedes: N/A

Issuing Officer: Assistant Director, COM – Financial Aid

Responsible Office: Office of Financial Aid and Scholarships

Effective University Date: 4/17/25

Effective EPCC Date: 8/13/24

Pending Revise / Review Date: 4/17/28

I. PURPOSE:

The Liaison Committee on Medical Education (LCME) has established standards regarding the requirement of medical schools to ensure that the medical education program has a single set of core standards for the advancement and graduation of all medical students across all locations. A medical school ensures that there is a fair and formal process for taking any action that may affect the status of a medical student, including timely notice of the impending action, disclosure of the evidence on which the action would be based, an opportunity for the medical student to respond, and an opportunity to appeal any adverse decision related to advancement, graduation, or dismissal. (LCME Element 9.9)

II. POLICY STATEMENT:

Charles R. Drew University of Medicine and Science (CDU) College of Medicine (COM) CDU Office of Financial Aid and Scholarships reserves the right to implement and enforce the federal financial aid Satisfactory Academic Progress (SAP) policy in adherence to federal Title IV student aid eligibility requirements. Any academic policies currently in place are separate from federal financial aid satisfactory academic progress requirements. Students receiving federal Title IV financial aid will be evaluated for SAP annually. Students must meet all three components of the SAP policy to include, 1, qualitative (grade-based), 2. quantitative (pace), and 3. maximum timeframe.

III. PROCEDURES:

ACADEMIC REQUIREMENTS

Qualitative

The qualitative component of SAP evaluates the quality of academic work. The 4- year medical degree program utilizes a pass/fail grading systems as follows:

<i>H (honors)</i>	<i>Satisfactory</i>
<i>P (pass)</i>	<i>Satisfactory</i>
<i>F (fail)</i>	<i>Unsatisfactory</i>
<i>I (incomplete)</i>	<i>Unsatisfactory</i>
<i>R (remediation)</i>	<i>Unsatisfactory</i>
<i>P* (pass, with alternate status)</i>	<i>Satisfactory</i>
<i>SP (In-Progress)</i>	<i>Satisfactory</i>

Grades demonstrating satisfactory academic achievement included “H”, “P”, “P*” and “SP” grades. Grades demonstrating unsatisfactory academic achievement include “F”, “R” and “I” grades.

Quantitative

Pace is determined by dividing the number of total cumulative classes by the total cumulative attempted classes, including repeated classes. Students must successfully complete courses at a pace of 67% or greater. This would mean that a student must successfully complete two-thirds, or greater, of attempted classes. A reported grade of “H”, “P”, “P*” or “SP” demonstrates satisfactory completion/progression of the courses.

Maximum Timeframe

Based on CDU Policy 320.3b, Academic Requirements, students are expected to adhere to a schedule that will result in graduation within four years of matriculation. If a student requires additional time to complete the program, a maximum timeframe of 150% of the published length of the program is allowed for financial aid eligibility. This means that students have financial aid eligibility for a maximum of 6 years.

Any period of enrollment, regardless of if financial aid was received, is considered a part of the 6-year timeframe. If a student is approved for a leave of absence, this time period will be excluded from the 6-year maximum timeframe. If a student withdraws from the university after the first day of the period of enrollment, their attendance will count toward their 6-year maximum timeframe.

FINANCIAL AID SUSPENSION

If a student does not meet the qualitative, quantitative, or maximum timeframe criteria or is placed on academic probation by the Medical Student Evaluation and Promotions (MSEP) Committee, federal Title IV funding will be suspended until the student obtains satisfactory academic standing. Students will be notified in writing if they fail to meet satisfactory academic progress and are ineligible to receive federal Title IV financial aid. If a student fails to meet satisfactory academic progress the Senior Associate Dean of Medical Education and the Associate Dean of Student Affairs and Admissions will be notified by the COM Assistant Director of Financial Aid.

APPEAL PROCESS FOR FINANCIAL AID SUSPENSION

An appeal for reinstatement for financial aid may be submitted for any student whose federal Title IV financial aid has been suspended. To appeal, the student must complete the MD Satisfactory Academic Progress Appeal Form provided by the Office of Financial Aid and Scholarships. Students will work collaboratively with the MSEP Committee to complete the MD Satisfactory Academic Progress Appeal Form. Upon approval of the student's appeal, federal aid eligibility will be reinstated on a probationary basis. The probationary period may be one additional term or longer. If the student is placed on financial aid probation, the Office of Financial Aid and Scholarships will review SAP at the end of each payment period. If it is determined that the student will need more than one term to meet SAP, the student will be placed on an academic plan developed in collaboration with the MSEP and CDU College of Medicine leadership.

IV. APPLICABILITY:

The faculty, medical students, and staff of the CDU COM are responsible for knowing this policy and its procedures.

V. DEFINITIONS:

- *Educational Policy and Curriculum Committee (EPCC) is the committee charged to represent the faculty to oversee the medical education program as a whole and has responsibility for the overall design, management, integration, evaluation, and enhancement of a coherent and coordinated medical curriculum.*

- *Medical Student Evaluations and Promotions Committee (MSEP) is a Dean's Committee that is responsible for the following: 1) reviewing the academic and professional progress of all students as they progress through the curriculum, 2) promoting students for advancement to the next level of training, 3) deciding on appropriate action for students earning one or more academic deficiency, and 4) final review and certification that each student has met all required outcome measures and standards of achievement for graduation.*

- *Non-standard terms:*
 - *Generally, nonstandard terms are terms that are not semesters, trimesters, or quarters. For example, a 5-week term or a 23-week term would be considered a nonstandard term because no standard term can be fewer than nine weeks or greater than 21 weeks in length. Like standard terms, nonstandard terms may be equal in length or may be of different lengths. If a program is offered in a mixture of standard terms and nonstandard terms, the program is considered to be offered in nonstandard terms.*
 - *Even if a school calls its terms semesters, trimesters, or quarters, they are considered to be nonstandard terms if they do not comply with the policy on standard term length, as described earlier. For instance, a 22-week semester or an 8-week quarter must be treated as a nonstandard term, because a semester cannot contain more than 21 weeks and a quarter must include a minimum of nine weeks.*
 - *Semesters, trimesters, or quarters are also considered to be nonstandard terms if academic progress is not measured in the manner normally associated with the type of term. For example, if a program is offered in 15-week semesters but measures academic progress in quarter credit hours, the semesters would be considered nonstandard terms.*

- *Non-term characteristics*
 - *A program that measures progress in clock hours is always treated as a non-term program. Except for subscription-based programs, a program that measures progress in credit-hours is considered to be using a non-term calendar if it has:*
 - *Courses that do not begin and end within a set period of time such as a term*

- *Courses that overlap terms;*
- *Self-paced and independent study courses that overlap terms; or*
- *Sequential courses that do not begin and end within a term*

VI. RELATED POLICIES:

- *CDU COM Policy 320.3b Academic Status: Deficiencies, Remediation, Academic Warning, Probation, Dismissal, and Appeal Policy*
- *CDU COM Policy 320.3c Committee on Medical Student Evaluations and Promotions Policy*

VII. RELATED INFORMATION:

- *MD Satisfactory Academic Progress Appeal Form*
- *LCME Standards, Publications, & Notification [Forms](#)*
- *2024-2025 FSA Handbook, Volume 1, Chapter 1*
- *CDU MD FM/OS Remediation Flow Chart*

VIII. POLICY HISTORY:

Review Dates:	Change Description:
8/13/24	Approved by the COM Educational Policy and Curriculum Committee on 8/13/24