

Satisfactory Academic Progress (SAP) for Financial Aid Recipients Policy

Scope

Applies to all Mayo Clinic College of Medicine and Science (MCCMS) students who receive Federal or Institutional financial assistance and used when determining satisfactory academic progress (SAP).

Purpose

To comply with federal regulations requiring the Office of Student Financial Aid to monitor the academic progress of students.

To establish the financial aid (FA) SAP standards that apply to undergraduate certificate students, graduate students and professional students (medical students) who wish to maintain financial aid eligibility.

Policy

- The standards in this Policy apply to a student's entire academic record at MCCMS (including all credits transferred to MCCMS from another school), whether or not financial aid was received for prior terms of enrollment.
- The FA SAP standards may differ from the academic standards administered by MCCMS schools and/or programs.
- FA SAP standards are cumulative and include all periods of enrollment, whether or not the students received financial aid.

Undergraduate Certificate Students

The following standards apply to all students enrolled in undergraduate certificate programs at Mayo Clinic School of Health Sciences (MCSHS) at MCCMS. This includes the following programs: Emergency Medicine – Paramedic, Nuclear Medicine Technology, Radiation Therapy, Radiologic Technology, Respiratory Care Therapy/Therapist, Echocardiography, Sonography, Surgical First Assistant, Cytotechnology, Clinical/Medical Laboratory Technician, Histologic Technician, Dietetic Internship, Perioperative Nursing, Magnetic Resonance Imaging, and Orthoptic.

- Minimum GPA
 - Students must maintain a cumulative grade point average (GPA) of 2.0 or higher to remain eligible for financial aid.
 - Academic records are reviewed at the completion of every term of enrollment (fall, spring, summer) to determine FA SAP.
 - Students who earn a cumulative GPA of less than 3.0 will be automatically placed on financial aid suspension without a warning semester.
 - Students who receive a 0.0 GPA for any given semester will automatically be placed on financial aid suspension without a warning semester, will need to document their attendance, and are subject to the Return of Title IV Funds Policy.

Grading System:

A = 4.0

A- = 3.7

B+ = 3.3

B = 3.0

B- = 2.7

C+ = 2.3

C = 2.0

C- = 1.7

D+ = 1.3

D = 1.0

F = 0.0

P = Pass

S = Satisfactory

F = Fail

I = Incomplete

NP = Non-passing/unsatisfactory

X = Multi-term course (placeholder)

W = Withdrawal (student withdraws or resigns)

- Minimum Pace-of-Progression
 - Because of the unique cohort nature of the educational undergraduate programs at MCSHS, students must successfully complete all course work (100%) each term of enrollment.
 - Completed coursework is defined as any course for which the student receives a passing grade. Academic records are reviewed at the completion of every term of enrollment (Fall, Spring, Summer) to determine FA SAP. All periods of enrollment are included in the calculation of FA SAP, even if a student does not receive financial aid.
 - Completed Semester Hours (all passing grades)
 - All credit hours with a passing grade on a student's academic record according to the Office of the Registrar (A, A-, B+, B, B-, C+, C, C-, D+, D, D-, P, S), and all transfer courses.
- Maximum Time Frame
 - Under no circumstance will a student be allowed to be enrolled in their program for more than 150% of the published program length. Federal regulations state that a student is ineligible for financial aid when it becomes mathematically impossible to complete their program within 150% of the published program length. The following are included when

determining minimum Pace-of-Progress and Maximum Time Frame Requirements:

- **Transfer Courses:** These courses are counted toward pace-of-progression and maximum time frame.
- **Repeating a course:** The credit hours from a repeated course are counted as attempted if the student receives a grade of W, I, NP, F, or X on their academic record. Once the course is passed, the credit hours for both attempted and completed credit hours are counted.
- **Withdrawals:** All withdrawal grades count toward attempted hours for pace-of-progression and maximum time frame.
- **Incompletes:** All incomplete grades count toward attempted hours for pace-of-progression and maximum time frame.
- **Receipt of a non-passing grade in ALL semester credit hours:** Grades defined as non-passing are I, NP, F, or X; credits for non-passing grades are counted as attempted toward pace-of-progression and maximum time frame.
- Program Changes
 - Students wishing to change programs must go through the formal admissions process for that program.
 - If a student is admitted into a second program, their entire academic record will be evaluated for FA SAP.
 - The maximum timeframe to complete the second program is 150% of the second program.
- Financial Aid Suspension
 - Students can be put on FA SAP suspension for the reasons listed below and are not eligible for financial aid while on FA SAP suspension. Students on FA SAP suspension may appeal for the reinstatement of their financial aid. Approval of the appeal is not guaranteed.
 - Reasons for FA SAP suspension:
 - Does not meet the FA SAP requirements as outlined above (minimum 2.0 GPA and 100% completion rate)
 - Meets or exceeds the Maximum Time Frame requirement to complete program.
 - Withdrawal from ALL semester credit hours.
 - Receives a non-passing grade or incomplete in ALL semester credit hours.
- Appeals

- If a student does not successfully obtain a minimum 2.0 GPA and complete 100% of their attempted credits, the student will be placed on FA SAP suspension. The student may appeal this determination if there are extenuating circumstances such as a death in the family, student injury, illness or other special circumstances.
- Student must submit the appeal, including explanation as to why MCSHS standards were not met, in writing to MCCMS Director of Financial Aid. After the appeal is vetted by the FA Appeals Committee, the student will be notified of decision by email. The email will be sent to the Mayo Clinic and personal email address on record in Banner student record system.
 - If an appeal is approved, the student will be placed in a financial aid warning status and must complete all coursework (100%) with a GPA of at least 2.0.
 - Caveat: Due to the sequential curriculum for MCSHS programs, a course may not be offered again for several months. If a student is granted an appeal, the student's academic advisor and/or program director will provide student a remediation plan and timeline for reintegration into program curriculum. The student will be considered withdrawn from MCSHS until the failed course is again offered and the student reintegrates into the curriculum.

Graduate Students

The below standards apply to all students enrolled in the following graduate degree programs at MCCMS: Master of Physician Assistant (M.P.A.), Doctor of Physical Therapy (D.P.T.), Doctor of Nurse Anesthesia Practice (D.N.A.P.), Doctor of Philosophy (Ph.D.), and the joint Doctor of Medicine and Doctor of Philosophy (M.D./Ph.D.).

- Minimum GPA
 - Students must maintain a minimum cumulative GPA of 3.0 to remain eligible for financial aid.
 - Academic records are reviewed at the completion of every term of enrollment (fall, spring, summer) to determine FA SAP.
 - Students who earn a cumulative GPA of less than 3.0 will be automatically placed on financial aid warning for one term.
 - If the cumulative GPA is less than 3.0 following the warning term, the student will be placed in financial aid suspension.

Grading System:

A = 4.0

A- = 3.7

B+ = 3.3

B = 3.0

B- = 2.7

C+ = 2.3

C = 2.0

C- = 1.7

D+ = 1.3

D = 1.0

F = 0.0

P = Pass

S = Satisfactory

F = Fail

I = Incomplete

NP = Non-passing/unsatisfactory

X = Multi-term course (placeholder)

W = Withdrawal (student withdraws or resigns)

- Maximum Time Frame
 - Graduate students are eligible to receive financial aid for 150% of the published degree credits required to complete the program.
 - For example, if a degree program requires 30 credits, the student is eligible to receive financial aid for up to 45 attempted credits.
- Financial Aid Suspension
 - Students can be put on FA SAP suspension for the reasons listed below and are not eligible for financial aid while on FA SAP suspension. Students on FA SAP suspension may appeal for reinstatement of their financial aid. Approval of the appeal is not guaranteed.
 - Reasons for FA SAP suspension:
 - Does not meet the FA SAP requirements as outlined above.
 - Does not meet the academic expectations while on Financial Aid Warning (see Appeals).
 - Meets or exceeds the Maximum Time Frame requirement to complete program.
 - Withdrawal from ALL semester credit hours.
 - Receives a non-passing grade or incomplete in ALL semester credit hours.
- Appeals
 - If a student does not successfully obtain a minimum 3.0 GPA, the student will be placed on financial aid suspension. The student may appeal this determination if there are extenuating circumstances such as a death in the family, student injury, illness or other special circumstances. Student must submit the appeal, including explanation as to why MCCMS standards were not met, in writing to MCCMS Director of Financial Aid. After the appeal is vetted by the FA Appeals Committee, the student will

be notified of decision by email. The email will be sent to the Mayo Clinic and personal email address on record in Banner student record system.

- If an appeal is approved, the student will be placed in a financial aid warning status and must complete all coursework (100%) with a GPA of at least 3.0 by the end of the next subsequent semester. Academic advisor support is continuously available to assist student in academic success.

Professional Students

The below standards apply to all students enrolled in the following professional degree program at MCCMS: Doctor of Medicine (M.D.)

- **Minimum Academic Progress**
 - Mayo Clinic Alix School of Medicine (MCASOM) at MCCMS grades on a pass/fail system in years one and two and a five-point system H (Honors), HP (High Pass), P (Pass), and PR (Pass with Remediation) and F (Fail) in years three and four. A numerical grade point average (GPA) is not calculated.
 - Students who fail two courses will be automatically placed on financial aid suspension without a warning semester and are subject to the Return of Title IV Funds Policy.
- **Maximum Time Frame**
 - Professional students are eligible to receive financial aid for 150% of the published degree courses and clinical requirements (collectively referred to as "coursework") to complete the program. This equates to a maximum time frame of six years for professional students.
 - Completed coursework is defined as any sequence for which the student receives a passing grade. Passing grades include the following: H (Honors), HP (High Pass), P (Pass), and PR (Pass with Remediation). Non-passing grades include I (Incomplete), W (Withdraw), and F (Fail).

Grading system:

Honors (H) - Substantially exceeded the performance goals.

High Pass (HP) - Performance has been clearly above average but not exceptional.

Pass (P) - Satisfactorily accomplished performance and learning goals.

Pass with Remediation (PR) - Performance and learning goals not met by end of course. Remediation program successfully completed within specified period, meeting performance and learning goals.

Fail - Failed to satisfactorily accomplish performance and learning goals even after specified period and remediation program.

Incomplete (I) - Unable to complete course for a seriously compelling reason other than academic difficulty. This grade is replaced with respective grade when remaining course is completed.

Withdraw (W) - Unable to complete course for a seriously compelling reason other than academic difficulty. This grade remains on final transcript, along with respective grade when course is retaken in its entirety.

- Financial Aid Suspension
 - Students can be put on FA SAP suspension for the reasons listed below and **are not eligible** for financial aid while on FA SAP suspension. Students on FA SAP suspension may appeal for reinstatement of their financial aid. Approval of the appeal is not guaranteed.
 - Reasons for SAP suspension:
 - Does not meet the FA SAP requirements as outlined above.
 - Does not meet the academic expectations while on Financial Aid Warning (see Appeals).
 - Meets or exceeds the Maximum Time Frame requirement to complete program.
 - Withdrawal from ALL coursework.
 - Receives a non-passing grade.
- Appeals
 - If a student does not successfully maintain passing grades, the student will be placed on financial aid suspension. The student may appeal this determination if there are extenuating circumstances such as a death in the family, student injury, illness or other special circumstances. Student must submit the appeal, including explanation as to why MCASOM standards were not met, in writing to MCCMS Director of Financial Aid. After the appeal is vetted by the FA Appeals Committee, the student will be notified of decision by email. The email will be sent to the Mayo Clinic and personal email address on record in Banner student record system.
 - If an appeal is approved, the student will be placed in a financial aid warning status and must complete all subsequent coursework (100%) with a passing grade by the end of the next subsequent semester. Academic advisor support is continuously available to assist student in academic success.

Policy Notes

Mayo Clinic College of Medicine and Science does not offer remedial coursework.

Related Procedures

N/A

Related Documents

[Deficiencies and Unsatisfactory Progress Policy](#) (MCGSBS)

[Satisfactory Academic Progress Policy](#) (MCSHS)

[Satisfactory Academic Progress Policy](#) (MCASOM)

[Warning, Probation, Dismissal, and Appeal Policy](#) (MCCMS)

Definitions

N/A

References

N/A

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Effective Date for Current Version

09/30/2024