

**MEHARRY MEDICAL COLLEGE'S**  
**SATISFACTORY ACADEMIC PROGRESS (SAP) POLICY**  
**FOR TITLE IV AND TITLE VII FINANCIAL AID ELIGIBILITY**  
**Ph.D., MSPH & MSCI STUDENTS**

**I. INTRODUCTION**

The following policy has been developed to ensure that applicants for Title IV and Title VII funds meet the requirements set forth by Federal regulations governing academic standards of progress for financial aid eligibility.

Meharry Medical College is required by the Higher Education Act of 1965, as amended, to establish standards of Satisfactory Academic Progress for students receiving assistance through the following programs: The William D. Ford Direct Lending Program (subsidized/unsubsidized/Graduate PLUS loans), Federal Perkins Loan, Federal Work-Study Program, and Scholarships for Disadvantaged Students (SDS)-**for MSPH students only**. Federal regulations consist of three components. Each one must be met by the aid recipient for each semester of enrollment. The three components are as follows: A **Qualitative** Component (GPA), a **Quantitative** Component (number of credit hours you must successfully complete), and a **Time Frame** Component (the maximum enrollment time for which you may complete degree requirements and/or receive aid).

**II. SCOPE**

The policy applies to all students receiving Title IV and Title VII, institutional and campus-based financial aid. Please note that Title VII programs defer to the Title IV policy regarding satisfactory academic progress.

The amount of financial aid awarded to doctoral students will be contingent upon the cost of attendance less tuition and fee waivers and stipend support received.

**III. QUALITATIVE COMPONENT**

A School of Graduate Studies and Research student is expected to maintain satisfactory academic progress (i.e., maintain an average of "B" (3.0) or better, throughout his or her program). A minimum cumulative grade point average of "B" (3.0) must be maintained for each semester of enrollment. The grade point average requirement will be checked prior to the beginning of each academic period.

Any course with a final grade of "C" must be repeated. Federal financial aid can be disbursed, once only, for repeated coursework in which a student has already received federal funds. After the first repeat, if passing score has not been obtained, federal aid will be prorated to exclude those repeated courses. Students must borrow alternative (private) funding to supplement adjustments from federal aid.

The student whose cumulative average falls below "B" at any time will be placed on financial aid probation for one payment period (semester), with the option to appeal the decision. Students on financial aid **probation** must regain the Cumulative Grade Point Average (CGPA) of "B" by the end of the next semester of enrollment. Failure to do so will result in being returned to probation status and financial aid eligibility **suspended** until the CGPA of "B" is regained. However, students have the right to appeal. If CGPA, after the second appeal of probation, is not above the required "B", student's federal aid eligibility will be suspended and student will not have the option to appeal until CGPA is at or above the required average.

#### **IV. QUANTITATIVE COMPONENT**

To accurately measure a student's progress in a program, more than a qualitative standard is needed. A student who is maintaining a high GPA by withdrawing from every course he/she attempts after the first year would meet a qualitative standard, but would not be progressing towards graduation. Therefore, the SAP policy must include a quantitative measure to determine the number or percentage of courses, credit hours, or clock hours completed.

To quantify academic progress, there must be a set maximum time frame in which a student is expected to finish a program. If the SAP review makes it clear that a student cannot mathematically finish the program within this period, (See Section V below) they become ineligible for aid. However, they do have the right to appeal.

In the determination of whether the student meets the qualitative and quantitative components, grades of "F", "U", "WF", will not be considered as credits successfully completed. A student must be enrolled in at least 6 credit hours to be eligible for financial aid.

#### **V. TIME FRAME COMPONENT**

The maximum enrollment period for Masters of Science in Public Health (MSPH) level students is five (5) years.

MSPH level students enrolled full-time (9 credit hours or more) are eligible to receive financial aid for no more than six academic semesters (3 years). Part-time students (5-8 credit hours) are eligible to receive financial aid for no more than eight semesters (4 years). A student must be enrolled in at least 6 credit hours to be eligible for financial aid.

The maximum enrollment period for Ph. D. (doctoral) level students is nine (9) years.

Doctoral level students must always maintain full-time enrollment (9 credit hours or more) and are eligible to receive financial aid for no more than fourteen semesters (7 years).

#### **VI. WITHDRAWAL/DISMISSAL**

A student may withdraw or be dismissed for academic, medical or personal reasons. If this student is allowed to return, the student's remaining Titles IV and VII financial aid eligibility will be based on the number of semesters the student received Titles IV and VII financial aid prior to the withdrawal / dismissal.

Financial Aid maximum eligibility timeframes will still apply.

#### **VII. PROBATION, REINSTATEMENT**

Once the Office of Financial Aid has completed the SAP review and determined the eligibility status of each student, they will notify affected students of the implementation of their satisfactory academic progress status. Any student whose GPA falls below 3.0, is automatically placed on financial aid **probation**. After a successful appeal, students are allowed one (1) payment period (semester) to obtain compliance. After the first appeal, if the student has not regained the recommended status, the student will be placed on **probation**, again (aid eligibility will be suspended) and will have to petition the Financial Aid Appeals Committee for reinstatement of aid.

During the **probation** phase, a student is not eligible for Titles IV and VII financial aid funds. This student would be eligible to apply for alternative (private) funding which requires credit worthiness and possible higher, variable interest rates.

Once a student regains compliance with Meharry Medical College's standards for financial aid, eligibility will be restored. Maximum time frames for eligibility will still apply.

#### **VIII. APPEALS OF FINANCIAL AID PROBATION**

Federal regulations allow student to appeal suspension based on extenuating circumstances. Students must submit their appeals in writing. "Extenuating circumstances include health-related problems (injury or illness), death of a family member, or unanticipated work-related or family-related changes. Poor study habits, too heavy a course load or lack of preparedness is not extenuating circumstances." Students must submit SAP Appeal form and attach all required supporting documentation, e.g., hospitalization records, death certificate, etc. before appeal can be considered. Additionally, students must submit statements as to why SAP was not met and what has changed in their situation that will substantiate their getting on track with completing all degree requirements and maintaining satisfactory academic progress for the remainder of their matriculation. Appeal forms are available in the Office of Financial Aid. Appeals will be heard by the Financial Aid Appeals Committee, comprised of faculty and staff representation from all three schools and administrative offices.

#### **VI. ENFORCEMENT**

The Director of Financial Aid shall have primary responsibility for enforcement of this policy.

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**MEHARRY MEDICAL COLLEGE'S  
SATISFACTORY ACADEMIC PROGRESS (SAP) POLICY  
FOR TITLE IV FINANCIAL AID ELIGIBILITY  
POST BACCALAUREATE STUDENTS**

**I. INTRODUCTION**

The following policy has been developed to ensure that applicants for Title IV funds meet the requirements set forth by Federal regulations governing academic standards of progress for financial aid eligibility.

Meharry Medical College is required by the Higher Education Act of 1965, as amended, to establish standards of Satisfactory Academic Progress for students receiving assistance through the following programs: The William D. Ford Direct Lending Program (subsidized/unsubsidized/Graduate PLUS loans). Federal regulations consist of three components. Each one must be met by the aid recipient for each semester of enrollment. The three components are as follows: A **Qualitative** Component (GPA), a **Quantitative** Component (number of credit hours you must successfully complete), and a **Time Frame** Component (the maximum enrollment time for which you may complete degree requirements and/or receive aid).

**II. SCOPE**

The policy applies to all students receiving Title IV financial aid.

**III. QUALITATIVE COMPONENT**

A Post Bac student is expected to maintain satisfactory academic progress (i.e., maintain an average of "C" (2.0) or better, throughout his or her program). A minimum Cumulative Grade Point Average (CGPA) of "C" must be achieved after the first semester of enrollment. The CGPA requirement will be checked prior to the beginning of the spring semester.

A student whose CGPA falls below the 2.0 at the end of the fall semester will be placed on financial aid **'alert'** status for the upcoming spring semester. Federal financial aid eligibility will remain. No additional steps will be required from the student. **Exception to the rule:** At any given time, an academic plan can be developed by the Academic Dean in the School of Graduate Studies and Research, which if followed, will ensure that the student will be able to meet the College's SAP standards for the spring semester.

**IV. QUANTITATIVE COMPONENT**

The maximum time frame for completing all requirements in the Post Bac program is one (1) academic year.

The hours 'attempted' versus hours 'completed' will be checked at the end of each semester. Students who have received aid while in an eligible status and are found to be deficient in hours earned at the end of the fall semester will be allowed to receive financial aid on an financial aid 'alert' status during the spring semester.

**V. ENFORCEMENT**

The Director of Financial Aid shall have primary responsibility for enforcement of this policy.