



SATISFACTORY ACADEMIC PROGRESS (SAP) POLICY

POLICY STATEMENT:

To meet the requirements of the US Department of Education's (DOE) regulations governing the awarding of federal financial aid, Lyon College School of Dental Medicine (LCSDM) has developed the following procedure for monitoring Satisfactory Academic Progress (SAP). Any student wishing to receive federal student aid (FSA) funds must attain the standards that are identified for SAP per federal regulations. Such standards include both qualitative and quantitative criteria and are applied uniformly to all students enrolled in the LCSDM pre-doctoral program. Each student must be evaluated for SAP at the end of each academic reporting period identified as fall term ending in December and spring term ending in June.

POLICY RATIONALE AND EXPLANATION:

Process Overview & Responsibilities Resources

Federal regulations require LCSDM to establish and monitor academic progress standards for students who are federal financial aid applicants. This assessment ensures that any student who receives or applies for financial aid is making progress towards a degree. The student's *total* academic history is monitored regardless of whether he/she previously received financial aid. Students are able to view their Satisfactory Academic Progress (SAP) status through Canvas Learning Management System. Any student placed on a warning or suspension will also receive an email notification at the beginning of a term as warranted.

In order to maintain eligibility for financial aid, a student must meet the Quantitative, Qualitative, and Maximum Time Frame defined by DOE federal regulations. Failure to meet any one of these requirements will result in the loss of federal financial aid. Programs affected by these SAP requirements are: Federal Perkins Loans, Federal Work Study, Federal Pell Grant, Federal Stafford Loan, Federal SEOG, Federal PLUS Loan, Federal Loans for Disadvantaged Students, and Federal Loans for Health Professions.

Quantitative Measure

To maintain Satisfactory Academic Progress (SAP), the quantitative measure for SAP requires a student to successfully complete and pass all enrolled credit hours. This measure is calculated cumulatively. However, in a midterm SAP evaluation, only those courses that have fully concluded by the evaluation date shall be counted when determining whether completion rate has been met.

Qualitative Measure

The qualitative measure for satisfactory academic progress requires that a student maintain a minimum cumulative grade point average.

During the entirety of a student's program, the student must maintain a minimum cumulative GPA of 2.00 in the DMD program as detailed in LCSDM Catalog.

Midterm grades are distinct from 'midterm SAP.' They serve as a single quantitative data point used at the academic year's midpoint to assess students' progress for the Academic Performance Committee. However, these midterm grades do not factor into the official GPA and are not considered when determining midterm SAP.

Maximum Timeframe

Graduate and professional students are considered eligible for financial aid as long as they are meeting the academic requirements set forth by the LCSDM program as detailed in the Catalog.

Treatment of Attempted, Failed, Audited, Incomplete, Pass/Fail, Repeated, Transferred, and Withdrawn Credit Hours

Consistent with DOE federal financial aid regulations, LCSDM handles credit hours for SAP assessments as follows.

Attempted Hours: In keeping with the Registrar's policy, attempted hours include credit hours in which students are enrolled in as of the start of the term.

Failed credit hours: Included in GPA and attempted but not included in completed credit hours. Grades of "F" count as failed credit hours.

Earned credit hours: Included in GPA, attempted, and completed credit hours. Grades of "A, B, C, and D" are assigned. "P" grades count as attempted and completed credit hours but does not count in student's GPA.

In Progress, Incomplete, and withdrawn credit hours: Included in attempted but not included in GPA or completed credit hours. Grades of "I" and "W" are assigned to incomplete and withdrawn credit hours, respectively. "IP," or in progress grades, are not included in GPA or completed credit hours.

Repeated credit hours: Course grades will average for GPA and all course attempts will count towards attempted credit hours but only one course credit will be counted in completed credit hours.

Warning Status

Academic progress will be reviewed following each term to determine if the SAP requirements have been met.

The first term the student fails to meet any requirement for SAP, the student will be placed on "Financial Aid Warning" status for the subsequent term. The warning period should be utilized by the student to meet SAP requirements. The student still remains eligible for all federal funding during a warning status. Email notifications will be sent to students who are placed on a warning status at the start of the next term.

Suspension Status

A student failing to show satisfactory progress during the warning period will be placed on "Financial Aid Suspension" status. A student may not receive any federal funds while in a financial aid suspension status.

Appeals

If special circumstances exist such as the death of a relative, an injury or illness of the student, or other special circumstance, the student can complete an SAP appeal form to request their financial aid be reinstated. The appeal form is accessible via hardcopy in the Office of Student Affairs.

Each SAP appeal for financial aid requires that the student develop an appropriate academic plan in conjunction with the LCSDM administration. The academic plan outlines those quantitative and/or qualitative measures that the student must meet each term. The academic plan remains in place until the student has achieved Satisfactory Academic Progress.

The appeal will be reviewed by the Academic Performance Committee. As needed, the Committee will reach out to the student's course directors to clarify the student's reasons for not making satisfactory academic progress. The appeal will be reviewed within two weeks of submission to the Financial Aid Office. The student will be emailed the decision either granting or denying reinstatement of his/her Federal financial aid by the Office of Financial Aid. Until a decision is made by the committee, any future decisions of enrollment by the student should be under the assumption that federal financial aid will not be provided and that payment of tuition will be the obligation of the student. Decisions of the Academic Performance Committee can be appealed in writing to the Dean of the School of Dental Medicine within (5) five business days of the Committee email notification.

Probation Status

A successful SAP Appeal will result in the student being moved from "Financial Aid Suspension" to a "Financial Aid Probation" status. This allows the student to continue to receive Federal financial aid for one term or as long as the student is meeting the requirements set forth in their academic plan. The student will be reviewed at the end of their probation term to determine if the student is meeting SAP requirements. If the student is not meeting SAP requirements at the end of the probationary term or is failing to meet the terms of their academic action plan, the student will be moved to a "Financial Aid Suspension" status. Probationary students achieving SAP will have their eligibility for federal aid reinstated and their probationary status removed.

Regaining Eligibility

A student who fails to meet SAP requirements and whose appeal is unsuccessful can regain eligibility for Federal financial aid by completing the number of credit hours necessary to achieve the course completion requirement and minimum cumulative grade point average as outlined in LCSDM's Academic Catalog. However, this will be at the student's own expense. When a student believes he/she is meeting SAP requirements, the student must inform the Financial Aid Office in writing and request a reinstatement of his/her aid eligibility.