



**OFFICE OF FINANCIAL AID
SATISFACTORY ACADEMIC PROGRESS FOR
FINANCIAL AID ELIGIBILITY**

I. POLICY

It is the policy of Eastern Virginia Medical School, that all students receiving financial assistance from federal Title IV funds, state funds, and institutional loans or scholarships (“Financial Aid”) must maintain satisfactory academic progress, to remain eligible for Financial Aid. To ensure student success in maintaining satisfactory academic progress, each EVMS program must:

- Have written policies defining satisfactory academic progress standards for the program
- have a mechanism in place by which each program can evaluate the academic progress of its students at the end of each term;
- determine if students are achieving satisfactory academic progress based on qualitative measurements (i.e. GPA) and quantitative measures (pace of program maximum time frame to complete the curriculum);
- when applicable, work with students to develop a plan to achieve satisfactory academic progress; and
- advise the Office of Financial Aid of any students who are not achieving, or will be unable to achieve, satisfactory academic progress standards and/or of any students who have entered into a plan with the program to remediate or otherwise improve satisfactory academic progress.

Upon notification that a student is not achieving, or will be unable to achieve the satisfactory academic progress standards of any program, or that a student has entered into a plan to remediate or improve satisfactory academic progress, the Office of Financial Aid shall determine the eligibility of such student to receive, or continue to receive, Financial Aid in accordance with this policy.

II. SATISFACTORY ACADEMIC PROGRESS FOR THE M.D. PROGRAM

A. Standards. In order to be considered making satisfactory academic progress, students enrolled in the M.D. program must achieve the satisfactory academic progress standards outlined in the Student Handbook, to include:



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1. Successful completion of all required courses and clinical clerkships, and clinical clerkship electives, outlined in the MD curriculum, receiving a grade of Pass, High Pass or Honors in each course (note that grades of “Incomplete” are not awarded for any course).
2. Passing the United States Medical Licensing Exam (USMLE) Step 1 and Step 2 exams within the time frames required by the curriculum.
3. Making appropriate progress towards completion of degree requirements in accordance with the curriculum and as determined by the Student Progress Committee.
4. Completion of the M.D. degree curriculum in a maximum of six years (including any prior years of enrollment if the student has transferred from another medical school).

Note: In the event of any discrepancy between the standards outlined above and the Student Handbook, the satisfactory academic progress standards set forth in the Student Handbook shall prevail.

B. Student Progress Committee. Qualitative and quantitative measures of all M.D. program students are monitored by the Student Progress Committee and are reviewed no less than at the end of each term. Students who fail to achieve satisfactory academic performance standards will be brought before the Student Progress Committee for corrective action or dismissal as outlined in the Student Handbook. The Office of Financial Aid shall be notified of all students brought before the Student Progress Committee.

C. Withdrawals, Leave of Absence and Repetitions. Students who withdraw or take a leave of absence, or who are required by the Student Progress Committee to repeat any course or year, shall be considered making satisfactory academic progress if the student meets the qualitative or quantitative contingencies/remediation, if any, set forth by the Office of Education, Student Progress Committee or other appropriate MD program administrative unit. These contingencies/remediation must be established in a written plan signed by the student and the Associate Dean for Education and a copy of the plan must be provided to the Office of Financial Aid. Regardless of status or whether a student is meeting contingencies/remediation as required, students may receive Financial Aid for repeated courses no more than two times

D. Transfer Students. Students who transfer to EVMS from another medical school shall be considered to be making satisfactory academic progress at the time of matriculation and, thereafter, shall be subject to the same satisfactory academic progress standards of any other student enrolled in the M.D. program.



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III. SATISFACTORY ACADEMIC PROGRESS STANDARDS FOR HEALTH PROFESSIONS PROGRAMS

A. Standards. In order to be considered making satisfactory academic progress, students enrolled in each Health Professions Program must achieve the satisfactory academic progress standards outlined in their respective Program Handbook, to include:

1. Achieving a 3.0 cumulative grade point average by the end of the first academic year (or within two full academic years if student went on a leave of absence or withdrew), with the exception of Medical Master's students who must achieve a 2.5 by the end of the first term. Thereafter, each student must maintain a 3.0 grade point average until completion. The Office of Financial Aid shall be notified of all student grades at the end of each term.

2. Making appropriate progress towards completion of degree requirements to be calculated by dividing the number of hours the student has successfully completed by the cumulative number of hours the student has attempted. For any program that allows the grade of "Incomplete", such grade shall not be included in the calculations above until such time as the Incomplete is converted to a letter grade or Pass/Fail and the determination of satisfactory academic progress shall be considered on a going forward basis only.

3. Completion of their respective program curriculum in a maximum of one and one half times beyond the minimum requirement to complete the full course of study (i.e., a student in a program that is two academic years may take one additional academic year and still maintain satisfactory academic progress). The years do not have to be consecutive and any period for which a student is granted a leave of absence shall be excluded from curriculum time limit calculations. The normal timeframe for completion of required coursework for Health Professions programs is:

- a. Biomedical Research, Clinical Embryology & Andrology, Reproductive and Clinical Sciences, Laboratory Animal Science, Medical and Health Profession Education, Public Health, Surgical Assistant, Pathologist's Assistant, Art Therapy and Counseling, Medical Masters – two academic years
- b. Medical Master's 1 yr. program, Biotechnology, Contemporary Human Anatomy, Public Health Certificate, Healthcare Delivery Science – one academic year
- c. Physician Assistant – two and one half academic years



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- d. Health Care Analytics- one and one half academic years
- e. Doctor of Health Science; Reproductive Clinical Science, PHD;- 3 academic years
- f. Biomedical Science, PHD- five to six academic years

Students may request additional time to complete a program due to academic or personal difficulties. In such situations, the program director and/or Health Professions Student Progress Committee will establish a written plan for the student, a copy of which must be provided to the Office of Financial Aid. Such additional time counts towards the maximum completion time of the degree.

Note: In the event of any discrepancy between any of the standards outlined above and any Health Professions program handbook, the satisfactory academic progress standards set forth in the handbook shall prevail.

B. Progress Committee. Qualitative and quantitative measures of all Health Professions program students are monitored by their program directors and/or progress committees and are reviewed no less than at the end of each term. Students who fail to achieve satisfactory academic performance standards will be brought before their respective progress committee for corrective action or dismissal as outlined in their respective program handbook. The Office of Financial Aid shall be notified of any student who is brought before a Health Professions progress committee.

C. Withdrawals, Leave of Absence and Repetitions. Students who withdraw, take a leave of absence, or who are required to repeat any course or year, shall, upon return to the program, be considered making satisfactory academic progress if the student meets the qualitative or quantitative contingencies/ remediation , if any, set forth by the program director or progress committee as applicable. The contingencies/remediation must be established in a written plan signed by the student and a copy of the plan provided to the Office of Financial Aid. Grades from any previous enrollment periods will be considered in the grade point average calculation and pace progression to determine a student's satisfactory academic progress for any returning student (i.e., if a student withdraws and at the time of withdrawal was on probation, the student would return on probation). Regardless of status or whether a student is meeting contingencies/remediation as required, students may receive Financial Aid for repeated courses no more than two times.



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D. Transfer Students. Students who transfer to EVMS from another school shall be considered to be making satisfactory academic progress at the time of matriculation and, thereafter, shall be subject to the same satisfactory academic progress standards of any other student enrolled in a Health Professions Program. Notwithstanding the foregoing, if a transfer student is required to fulfill any contingencies to matriculate; such contingencies shall be outlined in a written plan, with a copy provided to the Office of Financial Aid. In such event, the transfer student shall be considered to be making satisfactory academic progress if in compliance with the plan. Courses accepted as transfer courses, if any, shall be counted towards pace progression in accordance with Section III (A)(2) of this policy.

IV. SATISFACTORY ACADEMIC PROGRESS AND FINANCIAL AID STATUS

A. Financial Aid Ineligibility. Satisfactory academic progress and academic standing are tied to student Financial Aid eligibility. If, at any review point, a student is found not to be meeting satisfactory academic progress standards, that student will be placed in Financial Aid Ineligible status except as provided as follows:

1. Financial Aid Warning. Any student who is placed on “Academic Warning” pursuant to program guidelines (note: Academic Warning is not available in all programs) shall automatically be placed on Financial Aid Warning. In addition, any program student may be placed on Financial Aid Warning, without appeal or other action by the student, at the discretion of the Director of the Office of Financial Aid. Financial Aid Warning status provides students with Financial Aid for another payment period with the understanding that the student must achieve satisfactory academic progress by the end of such warning period. Any student who is placed on Financial Aid Warning, but is still unable to make satisfactory academic progress by the end of the warning period, will be ineligible for Financial Aid unless they are able to successfully appeal and be placed on Financial Aid Probation in accordance with Section B below.

B. Financial Aid Probation. Any student who is placed on “Probation,” “Academic Probation,” “Academic Suspension,” pursuant to program guidelines, or who has been placed on Financial Aid Warning and was unable to make satisfactory academic progress by the end of the warning period, shall be ineligible for Financial Aid unless the student successfully appeals the Financial Aid ineligibility in accordance with Section V of this Policy. If a student is successful in his or her appeal, the student’s aid eligibility will be reinstated and the student shall be placed on Financial Aid Probation contingent upon the student signing a Financial Aid Probation Acceptance Notice to acknowledge his or her responsibilities to make satisfactory academic



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progress by the end of the next payment period and abiding by the terms set forth in the Financial Aid Probation Acceptance Notice at all times. . If the student is not able to achieve satisfactory academic progress by the end said payment period, the Financial Aid Probation may be extended one time if, after a subsequent appeal in accordance with Section V of this policy, it is feasible to place the student on an academic/remediation plan.

C. Notice of Status. The Office of Financial Aid shall notify each student whose aid eligibility status has changed as a result of a satisfactory academic progress review within ten (10) days of the Office of Financial Aid determining or being notified that the student is not making progress in accordance with this policy.

V. APPEAL OF FINANCIAL AID INELIGIBILITY

A. Appeal Stipulations. A student with unusual or extraordinary circumstances, who has been deemed ineligible for Financial Aid as a result of failing to achieve satisfactory academic progress, may appeal a determination of Financial Aid status in an effort to reestablish his or her Financial Aid eligibility. Appeals may be filed no more than twice as an initial appeal to determine if the student should be placed on Financial Aid Probation and a subsequent appeal if a student on Financial Aid Probation is requesting an extension of the Financial Aid Probation. Please note that appeals will only be considered for unusual or extraordinary circumstances that may have contributed to a student's inability to achieve satisfactory academic progress as follows:

1. Family difficulties, including divorce, illness, or death of a family member;
2. Illness (physical or mental), injury, or disability of the student;
3. Interpersonal problems with friends, roommates or significant others;
4. Financial difficulties that involve court proceedings such as eviction, garnishment, or bankruptcy; or
5. Other special circumstances at the discretion of the Director of Financial Aid.

B. Process. For any initial or subsequent appeal a student must:

1. Complete and Submit the Appeal of Financial Aid Ineligibility Form including the reason for the appeal/why the student believes he/she was unable to make satisfactory academic progress, what has changed with the student's situation and how the student intends to achieve satisfactory academic progress and a statement from the Student Progress Committee or



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Program Director supporting the development of an academic/remediation plan (for subsequent appeal) . The appeal of Financial Aid Ineligibility Form must be signed by the student and the Office of Education (MD students) or program director (Health Profession students) as applicable.

Submit the Appeal of Financial Aid Ineligibility Form along with supporting documentation to the Director of Financial Aid no more than seven (7) days after the start of any term. Note, however, that any student who has not successfully appealed their Financial Aid ineligibility by the beginning of the term shall be responsible for payment of tuition from the student's own resources or he/she will be disenrolled.

2. Supporting documentation includes physician's note (illness, injury or disability), death certificate, a legal document to support court actions such as divorce or financial difficulties, or a detailed statement to support interpersonal problems. Note that the appeal is not considered submitted until such time as the student has completed the entire form AND submitted the supporting documentation.

C. Review and Determination.

1. *Initial Appeals.* Initial appeals shall be reviewed and a determination made by the Director of Financial Aid. The Director may require students to provide additional information or to meet with the Director prior to issuing any decision. Decisions shall be in writing and provided to students within seven (7) days of submitting an appeal. Decisions granting an initial appeal shall have no bearing on the academic standing of a student with the program, but shall place the student on Financial Aid Probation in accordance with Section IV B.

2. *Subsequent Appeal.* Subsequent appeals shall first be reviewed by the Director of Financial Aid to ensure that all information required has been provided. The appeal shall then be submitted to the Office of Education (MD students) or the Program Director (Health Profession Students) for review and determination by the program as to whether it is feasible for the student to achieve satisfactory academic progress by the end of the next payment period. If the program determines that it is feasible, a written academic/remediation plan must be created by the program to specifically outline what the student must do in order to achieve satisfactory academic progress within the required time frame. The academic/remediation Plan must be signed by the student and the Office of Education/Program Director, as applicable, and shall be provided to the Director of Financial Aid. If the program determines that it is not feasible, the program must provide a written statement to that effect. The determination of feasibility must be received by the Director of Financial Aid within seven (7) days and the Director will then issue a decision accordingly. Decisions granting a subsequent appeal shall have no bearing on the



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academic standing of a student with the program, but shall place the student on Financial Aid Probation in accordance with Section IV B.

3. All initial and subsequent appeal decisions are final.

VI. POLICY ENFORCEMENT

The Office of Financial Aid shall have the primary responsibility for review, update, and enforcement of this policy and shall provide a copy of it to each student receiving Financial Aid at the time of enrollment.