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| logo_UMB |  **MEDICAL UNIVERSITY OF BIAŁYSTOK** **FACULTY OF MEDICINE WITH DIVISION OF DENTISTRY** **AND DIVISION OF MEDICAL EDUCATION IN ENGLISH** **ul. Kilińskiego 1, 15-089 Białystok** |

**GOOD STANDING AND SATISFACTORY ACADEMIC PROGRESS ( SAP)**

Good Standing:

Students maintain Good Standing by complying with all academic rules and regulations and remaining current in all financial obligations. The University reserves the right to withhold services, transcripts and certification from students who are not in good standing.

Satisfactory Academic Progress (SAP) Overview:

Satisfactory Academic Progress (SAP) represents an acceptable level of performance in meeting degree requirements within specific time periods. Students maintain SAP by meeting the requirements listed in “Regulations of Full-Time Study at the Medical University of Bialystok” published on the university website [http://www.umb.edu.pl/en/s,4080/Study\_regulations](http://www.umb.edu.pl/en/s%2C4080/Study_regulations) . Students are urged to become familiar with the rules and regulations which are available in the study regulations. The Registrar’s office evaluates each students’ academic progress at the completion of each academic year.

Students who are U.S. student loan borrowers have an additional level of SAP which must be reviewed by the Financial Aid Office (FAO) at the end of each semester/payment period and prior to the disbursement of funds. This review is done in accordance with the U.S. Title IV regulations with the purpose of en**sur**ing that students not achieving SAP, do not receive financial aid, and to reinstate financial aid when the student regains satisfactory academic progress status.

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**GOOD STANDING AND SATISFACTORY ACADEMIC PROGRESS ( SAP)**

Financial Aid Office - Satisfactory Academic Progress (SAP)

SAP is reviewed by the Financial Office at the end of each semester for each Direct Loan borrower who has attempted or completed coursework in that semester. The reviews are handled for each group of students as follows:

Undergraduate 1st year students with no previously attempted post-secondary coursework, are deemed as meeting SAP for their first semester.

New Graduate Students with no transfer coursework being applied to their graduate level transcript, are deemed as meeting SAP during their first semester.

Continuing Students, Returning Students and Transfer Students have their last semesters transcript reviewed to determine if they are making SAP. There are three criteria a student must satisfy in order to be viewed as making SAP for U.S. Financial Aid purposes: Grade Point Average, Pace, and Attempted Credit Threshold.

All non-remedial institutional and transfer coursework including repeated courses, attempted by the student regardless of whether or not the student received U.S. Financial aid for the coursework are included in the FAO’s SAP reviews. Repeated courses and courses with grades of Incomplete or Withdrawal while may not be included in cumulative GPA, are included in the student's attempted credit total for the determination of Pace and Attempted Credit Threshold.

FAO – Satisfactory Academic Progress (SAP) Review and Consequences:

Evaluation Based on 3 Criteria:

1)GRADE POINT AVERAGE (GPA – Qualitative Standard): The minimum cumulative Grade Point Average a student must earn.

At the end of the most recent semester, the student must have achieved a cumulative grade point average (cum GPA) of at least a 3.0 numeric grade (satisfactory) on a 5 point grading system.

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FAO – Satisfactory Academic Progress (SAP) Review and Consequences:

2)PACE: (Overall Progress – Quantitative Standard) The percentage of a student’s total attempted credit hours "earned".

At the end of most recent semester, the student’s transcript must indicate that s/he is progressing towards their degree at a PACE that ensures s/he will complete the requirements within the maximum amount of coursework allowed in the attempt to complete the degree requirements. The student must “earn” a minimum of 66.7% of the total cumulative credits attempted by the end of the semester in review. This percentage is determined by dividing the total number of credit hours earned by the total number of credit hours attempted.

3) ATTEMPTED CREDIT THRESHOLD – (Timeframe)

The number of credit hours for which a student may receive U.S. federal aid may not exceed 150% of the credit hours required to complete the degree.

Failure to Maintain SAP - Financial Aid Consequences

Students who are not maintaining Satisfactory Academic Progress in their degree program will be sent an email informing the student of how their SAP status will impact their eligibility for aid for the next semester. With this in mind, students are advised to monitor their email for communications from the FAO regarding changes in their eligibility.

Financial Aid Warning Status: Students who fail to meet one or more of the standards for meeting SAP are placed on "Financial Aid Warning” status and may continue to receive U.S. federal loan disbursement, but will be expected to meet the minimum standards (3.0 GPA and a minimum 66.67% overall completion rate) by the end of the warning semester in order to continue to receive financial aid. Failure to meet the minimum standards after a warning semester results in financial aid suspension.

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FAO – Satisfactory Academic Progress (SAP) Review and Consequences:

Financial Aid Suspension: Students who fail to meet the minimum SAP requirements for one or more of the following reasons will have their U.S. Federal aid suspended.

1. Students that fail to meet the requirements of the warning or probation status.
2. Students that may be readmitted or a first-time applicant whose prior coursework is below the minimum SAP threshold, and thus ineligible for U.S. Federal aid unless the student submits a successful appeal.
3. The student has exceeded the maximum time frame limits for the degree.

Financial Aid SAP Appeal Process:

Students whose aid eligibility has been suspended may apply for reinstatement on a probationary basis by submitting a Satisfactory Academic Progress Appeal letter to the Financial Aid Office. Appeals are accepted for the following conditions only:

Death of a relative,

Personal injury or illness,

Other extraordinary circumstance.

Required Appeal Documentation:

In most cases the documentation must verify (1) the dates that the extenuating circumstance occurred/existed and (2) that the extenuating circumstance has been resolved to such an extent that it will no longer impact academic performance. Appeals must be submitted during the first half of the semester for which reinstatement is being sought. Exceptions are made only on an appeal basis and not retroactive once the semester has ended. Additional documentation may be requested by the FAO during the review process.

Academic Plan:

Students receiving aid on a probationary basis may be required during the probation period and subsequent semesters to maintain compliance with an academic plan developed with their academic advisor during the appeal process. The academic plan

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FAO – Satisfactory Academic Progress (SAP) Review and Consequences:

must be submitted to the FAO in writing with a statement of support and the signature of the academic advisor. Failure to comply with the assigned academic plan will result in financial aid suspension.

Students who are nearing or have exceeded the maximum time-frame exceed the maximum time-frame may also need to submit additional documentation and statements of support from their academic advisor.

Appeal results will be determined and communicated to the student by email within approximately 14 days after the appeal has been received. Students submitting a SAP Appeal will be responsible for all financial obligations made to the University, regardless of whether this appeal is approved or denied.

Students who have their aid eligibility suspended after a probationary period may re-appeal and receive probationary eligibility status again only if NEW extenuating circumstances which are unique from the previous appeal can be documented as existing and now resolved.

Students whose current appeal has been denied are encouraged to submit an appeal for a future term only if there is significant improvement in performance since the previously denied appeal and they appear able to meet Satisfactory Academic Progress standards within their maximum timeframe.