UNMC Satisfactory Academic Progress Standards

Students enrolled in degree programs at the University of Nebraska Medical Center are expected to make Satisfactory Academic Progress toward the completion of their degree requirements within the timeframes established for each UNMC college and each UNMC degree. The colleges/programs of the Medical Center set their own academic standards governing satisfactory academic progress including academic probation, academic suspension or dismissal for failure to attain such standards. These standards are to be in accordance with the standards set by the accrediting agencies for each college/program.

Federal regulations require that policies for students receiving financial aid must be the same as, or stricter, than the institution’s standards for a student enrolled in the same educational program who is not receiving assistance under the Title IV/Title VII programs. The following policies apply to all students at UNMC, regardless of receipt of federal financial aid. For complete Federal Regulation guidance please refer to 34 CFR 668.34.

Satisfactory Academic Progress standards require that the Financial aid office review students on an annual basis in term of GPA, Pace (attempted and completed credits), and maximum timeframe.

- UNMC students must meet or exceed the required GPA standards as set forth by their individual college Standards of Academic Performance Policies and Procedures. GPA—GPA standards are calculated in accordance with program standards. Standards vary widely across academic programs. A grade of C may be satisfactory for one program, but not another. Grades of (F) Failing, (I) Incomplete, (W) Withdraw, and (NR) No Report will count as hours attempted but will not count as hours completed. Grades of “W” and” I “(withdrawn/incomplete) are not counted in the calculation of the GPA.

- Students, are required to successfully complete 100% of their enrollment each year or progress to the next academic level of their program to remain eligible for federal student aid. Federal regulations prohibit awarding financial aid to repeat a class more than once.

- Students must complete their program within 150% of the published length of the educational program, measured at full time status (i.e. Nursing program is 4 semesters at full-time enrollment; students must complete the program within 6 semesters or be terminated from financial aid). Students enrolled at less than full time status must follow this standard as well (i.e. ½ time enrollment Nursing program 8 semesters; students must complete program in 12 semesters or be terminated from financial aid).

Programs that are one (1) year or less will be reviewed after the first semester has ended. Any student within this guideline not meeting SAP requirements, will be placed on Financial Aid suspension for the next semester pending an appeal. All other programs greater than one (1) year are reviewed on an annual basis.
Satisfactory Academic Progress Review

- **Satisfactory Academic Progress Notification**: Satisfactory Academic Progress is evaluated/determined each year in May. Students will be notified, in writing, by the Office of Financial Aid, of their financial aid ineligibility upon receipt of progress advisement from colleges/programs. The Office of Financial Aid also maintains records throughout the academic year of students who withdraw from coursework during the semester, fail to progress to spring semester, etc. Students enrolled in programs with longer than 9 month academic year calendars may receive later notifications to ensure fair evaluation of the academic year performance; however, students enrolled in programs with academic calendars greater than nine (9) months are advised to review their progress with their program at the end of spring semester to determine the likelihood of not meeting the above standards and plan accordingly for the next academic year.

- **Financial Aid Suspension**– In accordance with federal regulations, students who do not successfully complete each academic year by maintaining the program GPA standard and/or successfully completing 100% of their annual enrollment must be placed on financial aid suspension for the ensuing academic year. Students are not eligible for federal student aid while on suspension unless granted an appeal by the UNMC Financial Aid Office.

- **Reinstatement of Financial Aid Eligibility**: Reinstatement of aid eligibility will occur when the student meets the minimum GPA requirements and progresses to the next level of the program unless an appeal is submitted and approved.

- **Appeal Process**: If extenuating circumstances have affected a student’s progress, a written appeal must be received by the Financial Aid Office within 30 days of the date of the financial aid ineligibility notification. Students are granted one (1) approved appeal during their time at UNMC.

- **Financial Aid Academic Plan Status**: Students granted an SAP Appeal will be placed in an Academic Plan status for the ensuing academic year with satisfactory academic progress reviewed each semester.

**The Appeal Process:**
Students will be advised of the financial aid suspension through a notification sent to the UNMC email address and loaded into the communications section of MyRecords. The requirements for the appeal are included on the ToDo list item.

The following circumstances may qualify for a legitimate appeal:

- Student illness requiring physician’s care in excess of several weeks.
- Major illness or death in the student’s immediate family (spouse, mother, father, child, etc.)
- Legal issues which force the student to compromise class attendance for an extended period of time.
- Program requirement to remediate or repeat partial/full year curriculum to continue enrollment in the academic program.
The appeal letter is to be in a Word document and must include the following:

- The reason the student failed to meet the SAP standards as listed above.
- What changes the student has made to ensure SAP guidelines are met in subsequent years.
- A program approved academic plan to ensure successful completion in the next academic year. The academic plan form is available via a link in the ToDo list.
  i. Students enrolled in programs that require the repetition of an entire academic year must also complete the academic plan form.
- The signature of the student and academic advisor on both the appeal letter and the academic plan.
- Supporting documentation relating to not meeting SAP standards can be submitted to ensure you have taken all steps to be successful. This can include:
  i. A note from your Doctor or Physician regarding illness or injury explaining
  ii. Documents or letter from attorney regarding legal issues being resolved or in process
  iii. A plan for utilizing tutors/mentors

SEND APPEALS TO: To ensure the confidentiality of the appeal letter content, the appeal can be sent by mail to the UNMC Financial Aid Office 984265 Nebraska Medical Center, Omaha, NE 68198 or emailed to finaid@unmc.edu SUBJECT SAP APPEAL-Confidential.

DEADLINE- Appeals are to be submitted to the Financial Aid office within thirty (30) days of the electronic notification for immediate review within ten (10) business days. Any appeals received after the thirty (30) day deadline will be reviewed as time allows but no longer than thirty (30) days from the date of receipt.

Students can contact the Financial Aid office with questions regarding documents to submit or reasons for the SAP suspension however, the FA office will not assist with writing the SAP appeals.

Appeal Review Process

Appeals are to be reviewed by a designated Financial Aid counselor for approval.

INCOMPLETE APPEALS- If an appeal is submitted as incomplete or it is determined that more documentation is needed, the student will be notified via UNMC email regarding the missing aspects of the appeal.

After the appeal has been reviewed and an approval decision has been made, the student will be sent an electronic notification via UNMC email regarding the reinstatement of financial aid for the next academic year.

In the event an appeal is denied, the student will be sent a written response explaining the reason for the denial and advised to contact the financial aid office for further discussion if needed.

Follow-up

Students that have been granted an approved appeal will be monitored at the end of the fall semester to ensure SAP standards are being met in regards to GPA requirements and ensuring completion of all courses attempted within the fall semester. Spring aid will be placed on HOLD until the review is completed. All efforts will be made to review before the disbursement date for the spring semester but is not guaranteed based on when grades are submitted.

If it is determined that the student is NOT within the SAP standards, the student is no longer eligible for federal financial aid. This does not cancel the availability of outside funding such as private loans and/or scholarships.

ALL APPEAL DETERMINATIONS BY THE FINANCIAL AID OFFICE ARE FINAL
Listed below are the individual UNMC Colleges’ Standards of Academic Progress Policies and Procedures, and the financial aid Satisfactory Academic Progress Policies to remain eligible for federal student aid. In addition to the above listed overall standards, the individual college standards apply to all students seeking federal student aid.

**College of Medicine Student Evaluation Committee Guidelines:** COM program completion time: 8 semesters—full time enrollment. Unless otherwise advised by the College of Medicine, medical students must maintain full time enrollment; maintain grades compatible with advancement; must complete 100% of the cumulative yearly hours attempted or progress to the next level of the program.

**College of Dentistry Standards for Academic Performance:** COD program completion time 8 semesters—full time enrollment. Unless otherwise advised by the College of Dentistry, dental students must maintain full time enrollment; maintain a minimum GPA of 2.0 and successfully complete 100% of the cumulative yearly hours attempted; or, progress to the next level of the program.

**College of Pharmacy Standards of Academic Performance Retention and Promotion Criteria:** (College of Pharmacy Student Bulletin-pages 22-25) COP program completion time 8 semesters—full time enrollment. Unless otherwise advised by the College of Pharmacy, students must maintain full-time enrollment, maintain a minimum GPA of 2.0, and successfully complete 100% of the cumulative yearly hours attempted, or progress to the next level of the program.

**College of Allied Health Academic Policies & Procedures for CAHP and CAHP Program Specific Handbooks** – Professional Student Programs—Physician Assistant, Physical Therapy, Clinical Perfusion Education, Cytotechnology, Post Bach Radiation Science Technology: Program completion varies by program – PA 28 months; PT-29 months; Clinical Perfusion 21 months; Cytotechnology 12 months; Past Bachelor’s Certificate -12 months: Unless otherwise advised by the College of Allied Health, students must maintain full-time enrollment; maintain the minimum GPA standard established by the CAHP for program of enrollment (PA/PT/CLPRF/CYTO); complete 100% of the cumulative yearly hours attempted or progress to the next level of the program.

**Masters of Physician Assistant Distance students:** Completion time 5 semester—full time. Must complete 100% of attempted hours each term and maintain the GPA of 2.0 to remain eligible for federal student aid. Students who fail to complete the program in maximum time frame will be ineligible for federal financial aid for semester enrollments beyond the 5 semester full time or 7.5 semester part time enrollment requirements.

**College of Allied Health Academic Policies & Procedures for CAHP and CAHP Program Specific Handbooks** – Undergraduate Student Programs—Medical Laboratory Science (MLS), Radiation Science Technology Bachelor Programs (RSTE). Completion time: MLS – 12 months; RSTE- completion times vary 12 months-24 months depending on RSTE specific sub-plan. Maintain full time enrollment and program GPA requirements to achieve degree completion within the program enrollment period.

**Allied Health Undergraduate Distance Students:** Must be enrolled at least half time and successfully complete 100% of attempted coursework each term. Must maintain program GPA requirements.

**College of Nursing-Undergraduate Students:** Students are encouraged to review the full range of College of Nursing policies regarding grades; progression; student evaluations, etc. CON program completion time 4 semesters—full time enrollment. Unless otherwise advised by the College of Nursing, students must maintain full-time enrollment and a minimum GPA of 2.73. Students
must successfully complete 100% of the cumulative hours attempted to progress to the next level of the program to ensure on time completion in 4 semesters.

**The MSN, Post MSN Certificate programs must be completed within 5 consecutive calendar years. The DNP program must be completed within 7 consecutive calendar years.** College of Nursing-Professional Students-Masters/Doctor of Nursing Practice /Post Master’s Certificate Completion time varies by Masters, Post Masters Certificate and Doctorate program specialties/credit hour requirements for degree Full time enrollment 6 credits per semester; half time 3-5 credits per semester. Students enrolled for less than 3 credits are not eligible for federal student aid. Students must maintain a minimum GPA of 3.0; complete 100% of the cumulative yearly hours attempted.

**College of Nursing PhD Students**  Completion time: the PhD degree must be completed within 7 years from the date of initial registration as a PhD objective student. Students must complete 100% of the semester credit hours of enrollment and maintain a 3.0 GPA. Students who fail to maintain a 3.0 GPA in any given semester will be placed on academic probation and may not continue their program of study without permission from the Dean of Graduate Studies.

**College of Public Health:** (College of Public Health Student Bulletin pages 22-29) Completion time: Master’s degree must be completed within 5 years. Master’s of Public Health Certificate program 1 year based on full time enrollment) Students must maintain a minimum GPA of 3.0 and complete 100% of the cumulative yearly hours attempted.

**College of Graduate Studies:** (Completion time varies depending on research specialty. Maximum time frame 5 years for Master’s degree and 7 years for PhD degree completion. Graduate Studies bulletin-pages 12-16) Maintain a minimum GPA of 3.0. Complete 100% of the cumulative yearly hours attempted.