POLICY MANUAL

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| **SUBJECT:** | **Student Promotions** | **TITLE:** | **NJMS Satisfactory Academic Progress Policy** | | |
| **CODING:** | 40-11:00 | **ADOPTED:** | **3/12** | **AMENDED: 12/12, 6/13** |  |

1. PURPOSE: To establish rules and regulations governing satisfactory academic progress of NJMS students.
2. ACCOUNTABILITY: Under the Dean, and with the assistance of the Offices of Student Affairs and Registrar, the Committee on Student Affairs is charged with the responsibility for reviewing the satisfactory academic progress of all students matriculated at the New Jersey Medical School.

The Committee on Students Affairs shall report decisions satisfactory academic progress to the Faculty Council for its action.

III. APPLICABILITY: This policy shall apply to all students who matriculate at Rutgers New Jersey Medical School.

1. REFERENCES:

NJMS Promotion Policy

NJMS Grading Policy

NJMS USMLE Step 1 and Step 2CK and Step 2 CS Policy

V. SATISFACTORY ACADEMIC PROGRESS (SAP)

A. Satisfactory Academic Progress is the appropriate successful completion of degree requirements, according to published increments, that lead to degree completion within known completion limits. Sound academic principles require that students be required to maintain standards of satisfactory academic progress. Students who fail to maintain satisfactory academic progress during any established increment may be placed on financial aid probation and/or an academic plan, suspended and/ordismissed. Students who are placed on financial aid probation and/or an academic plan, suspended and/ordismissed will be informed of their status in writing. Students will be reviewed on an annual basis.

B. Qualitative Standard:

In order to successfully complete a course, a grade of Honors, High Pass, Conditional Pass or Pass must be earned. Students not making satisfactory academic progress are those students whose academic performance puts them at risk of failing to complete the preclerkship (years 1 and 2) or clerkship (year 3 and 4) curriculum in three years, respectively. In addition, a student must complete the USMLE Step 1 in two attempts and the USMLE Step 2CK and 2CS in two attempts per exam, as specified in the NJMS USMLE Policy, in order to make satisfactory academic progress. If each of these Step exams are not passed by the attempts granted pursuant to the NJMS USMLE Policy, the student is not making satisfactory academic progress. A student who has not passed Step 2CK and/or CS by the expected graduation date but has completed all of the graduation requirements will not be enrolled as full time and will not be eligible for financial aid.

C. Quantitative Standard:

Students not making satisfactory academic progress are those who do not meet the minimum credits earned requirements at the conclusion of each academic year as specified below:

Year 1: 0 credits

Year 2: 40 credits

Year 3: 80 credits

Year 4: 105 credits

Year 5: 129 credits

Year 6: 167 credits

Transfer credits are not included in minimum credits earned calculations. Credits associated with courses graded with an “EXT-Exempt” grade will be calculated as credits earned towards minimum quantitative standards. Periods of special independent study in which the student is remediating or completing work towards completion of degree requirements will be applied toward the six year maximum completion time frame for students in the doctor of medicine degree program. Students who do not complete the doctor of medicine degree program within ten years from the date of matriculation, which includes periods of leave, scholars programs, and independent study, are not making satisfactory SAP.

D. Notification of Lack of Satisfactory Academic Progress:

Following the annual evaluations notification will be transmitted in writing from either the Associate or Assistant Dean of Student Affairs to all students who have not met the standards for satisfactory academic progress, with copies to the Rutgers Office of Financial Aid. The notification shall indicate the nature of the deficiency, any methods that may be available for correcting the deficiency and any consequences that have resulted or may result, such as financial aid probation and/or an academic plan, suspension or dismissal.

E. Appeal for Reinstatement of Financial Aid Eligibility:

Students who wish to appeal for reinstatement of financial aid eligibility may do so in writing in accordance with the appeal mechanism set forth in Section VI. B. of the NJMS Promotions Policy. Exceptional circumstances warranting an appeal and possible exceptioninclude death of a relative and injury or illness of the student.

1. A signed appeal letter request that must include a detailed statement of the facts and circumstances supporting the appeal and why the student believes the determination should be changed.
2. All information supporting the appeal.

The student will be notified in writing of the final decision regarding the appeal.

F. Financial Aid Probation:

Financial Aid Probation is awarded to a student if an appeal has been approved. While on Financial Aid Probation the student is eligible to receive financial aid funding for one term.

G. Academic Plan:

An Academic Plan is created for a student who will not be able to complete the necessary bench marks to regain SAP status within the period of time on financial aid probation of one term. The Academic Plan includes bench marks that must be completed successfully for each successive term in order to continue on the plan and continue to be eligible for financial aid.

H. Standards for SAP Established upon Matriculation:

Standards for SAP which are distributed to students upon matriculation are applicable for the duration of a student’s continuous matriculation in the same program unless any changes in standards are made.

1. Documentation: All data regarding SAP and appeal actions will be maintained by the Office of Student Affairs.
2. Dismissal or Withdrawal: Students who are dismissed or voluntarily or involuntarily withdraw from the school are not making satisfactory academic progress and are not eligible to receive financial aid.
3. Dissemination: This policy shall be published in the same manner as other academic policies of the school, including on line publication and inclusion in all new editions of the Student Handbook. This policy is reviewed on an annual basis.