



Satisfactory Academic Progress Regulations
Poznan University of Medical Sciences
GRADUATE PROGRAMS

The U.S. Department of Education requires institutions of higher education to establish minimum standards of satisfactory academic progress for students receiving Federal aid. Satisfactory Academic Progress (SAP) means the student is proceeding in a positive manner toward fulfilling degree requirements. SAP includes two standards; qualitative and quantitative. Students must meet both standards to continue receiving financial aid. This SAP Policy applies only to students enrolled at PUMS in all programs offered receiving Title IV assistance.

Qualitative

In order to maintain eligibility for financial aid with the qualitative standard, a student must maintain the academic standing necessary to remain at Poznan University of Medical Sciences. The Financial Aid Office will conduct a review at the end of each academic year to determine the students successful progress toward obtaining a degree by comparing cumulative grade average to hours earned. A student must maintain an overall minimum 60%* grade average out of 100% to remain enrolled in the program or to continue receiving aid. In order to meet the university's requirement for graduation, a student must have a minimum grade average of 60% except for certain courses specified in the catalogue where the requirement is higher (i.e. English is 80%).

Students may be dismissed by their department at the end of any semester if they have not made sufficient academic progress to warrant continuance of study. Students who fail to maintain sufficient academic progress will be dismissed from the program. A student must maintain a 60% overall grade average regardless of their eligibility for or participation in the Title IV program. Termination of students will follow policies and procedures adopted by the department and reported to the Dean's Office. Dismissal by an academic department may be appealed to the Dean and if that appeal is unsuccessful, the student may then appeal to the Rector. The dismissal decision by the Rector is final and may not be appealed by the student. Students who are re-admitted to the program may be issued a one-time waiver to continue receiving financial aid. The details are specified below.

If a student is enrolled in an educational program of more than two academic years, the policy should state that at the end of the 2nd academic year, the student must have a GPA of at least a “C” or its equivalent, or have academic standing consistent with the school’s requirements for graduation which are defined in the PUMS General School Regulations and School Regulations for English Programs’ Students.

A maximum timeframe measured in credit hours in which the student must complete his or her educational program amounts to:

- 540 credit hours, which is 150% of the published length of the educational undergraduate program in Medicine and Pharmacy offered at PUMS,
- 450 credit hours, which is 150% of the published length of the educational program in Dentistry and Physiotherapy.

The pace at which a student must progress through his or her educational program to ensure that the student will complete the program within the maximum timeframe and must provide for measurement of the student’s progress at each evaluation amounts to 40 credit hours (out of 60 credit hours) per year in all undergraduate programs offered by PUMS.

PUMS allows an appeal for a student deemed not meeting SAP. The payment period the student may continue to receive funds as “probationary” is one year.

Quantitative

Graduate students must be enrolled in all scheduled classes to be considered full time. Half-time enrollment for graduate students may be offered to students once during their studies and must be approved by the Deans Council. In order to meet the quantitative standard, students must complete and pass all courses attempted each academic year.

Poznan University of Medical Sciences evaluates Satisfactory Academic Progress at the end of the spring semester. Withdrawals and incompletes are not included in the overall grade average. Students must complete all required courses by the end of the degree. Students who achieve a passing grade may not repeat a course. Students who fail a required course must repeat the course and obtain a passing grade before completion of their degree. When a student repeats a course and achieves a passing grade, the original grade will not be counted in the grade average. There are no noncredit remedial courses. Scheduled awards for the next academic year for students who are not making Satisfactory Academic Progress will be cancelled.

Financial aid will be disbursed on the first day of each semester. Students who withdraw after that will have their eligibility to retain part of their financial aid calculated on the percentage of the semester attended. Students who attend

more than 60% of the term may retain all of their aid. See the section on Return to Title IV (R2T4) below.

Transfer Students

Poznan University of Medical Sciences does not accept Transfer Students

Change of Program or Degree

Students who decide to change their degree or program objective will be evaluated similarly to transfer students with the exception that the grades previously earned at Poznan University of Medical Sciences will be used to measure the qualitative requirements.

Concurrent Degrees

Although it is unlikely to occur, students may pursue two graduate degrees concurrently. They are charged the tuition for each program and the Cost of Attendance for one degree will be adjusted to reflect the two tuition charges. Students must meet the Satisfactory Progress requirements for both programs to retain eligibility. The two sets of courses will be viewed as one program. Loans will be processed to the maximum yearly eligibility for graduate students.

Additional Degrees

Students who have completed a graduate degree program and wish to pursue another degree must apply for admission to that program as would any other applicant and meet the admission requirements for the new program. Federal loan eligibility will be limited to the aggregate program maximums under Federal Regulations.

Appeals and Waivers of SAP

Dismissal by an academic department may be appealed to the Rector after all other avenues of appeal have been exhausted. The dismissal decision by the Rector is final and may not be appealed by the student.

Students who are readmitted to their program may apply in writing to the Director of Financial Aid for one-time waiver to continue receiving financial aid. The student should specify the exceptional circumstances that lead to the poor academic performance and state the reasons why those circumstances will not affect future academic progress. Each case will be individually reviewed and the Director will use his or her professional judgment to determine if the original situation has been resolved to the point where the student can reasonably be expected to succeed and issue a one time waiver of SAP for the next term. If the student still does not make satisfactory progress, then he or she will be ineligible

for future aid. The decision of the Director may differ from that of the Rector in that a student may be readmitted to the program but may not be eligible for financial aid.

* ACCORDING TO THE DECISION OF THE DEAN'S COUNCIL OF THE CENTER FOR MEDICAL EDUCATION IN ENGLISH AT POZNAN UNIVERSITY OF MEDICAL SCIENCES DATED ON NOVEMBER 23, 2011 IN ORDER TO BE CONSIDERED TO BE MAKING SATISFACTORY ACADEMIC PROGRESS IN HIS/HER COURSE OF STUDY A STUDENT IS REQUIRED TO RECEIVE A GPA OF 3.0 OR HIGHER IN ALL THE SUBJECTS. MOREOVER, A STUDENT WHO FAILS 35% OR MORE OF HIS/HER COURSE OF STUDY DOES NOT QUALIFY FOR SAP. ALSO, A STUDENT WHO WITHDRAWS OR IS ON A LEAVE OF ABSENCE WILL NOT BE CONSIDERED TO BE MAKING SAP.