

BURRELL COLLEGE OF OSTEOPATHIC MEDICINE

STANDARD OPERATING PROCEDURES

SAP Processing		SOP #: FA.013.02
Effective Date	1/28/2020	
Last Revision/Review	5/19/2023	

1. Purpose

The purpose of the federal Satisfactory Academic Progress (SAP) SOP is to describe the process of monitoring students receiving financial aid for academic progress towards completion of their program of study at Burrell College of Osteopathic Medicine (The College).

2. Related Policy/Authority

[Policy B9520](#) – Satisfactory Academic Progress

[Policy B9020](#) – Academic Standards

[Policy B9120](#) – Academic Standing

[Policy B9121](#) – Student Promotion and Graduation

3. Faculty/Staff Responsibilities

Assistant Dean of Student Assessment: Oversight of assessment activities for the purposes of program development and evaluation, and student achievement

Registrar: Oversight of the formal posting of grades to the student information system (SIS)

Director of Financial Aid: Execute report, review, and assess students' academic progress and review SAP appeals

Office of Financial Aid Staff: Contacts students that are not meeting SAP and counsels/assists students with the appeal as well as assists Director of Financial Aid with the SAP process

4. Definitions/Abbreviations

Terms: FA-Fall, SP-Spring

OFA: Office of Financial Aid

SIS: Student Information Management System

Financial Aid Probation: Status assigned to a student that fails to meet SAP but has been determined the student may be able to meet SAP requirements by the end of the term. The student would be eligible to receive financial aid for that term.

Academic Plan: A written agreement between the student and the institution that may extend the student's eligibility for federal financial aid for one term during a designated probationary period. The

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plan includes a prescribed series of measures developed by the Student Performance Committee by which the student will regain SAP status.

Financial Aid Suspension: Status of a student who fails to meet the SAP requirements. These students are ineligible for federal aid.

Financial Aid Appeal: A student on Financial Aid Suspension may file a letter of appeal. The student submits a petition to the Director of Financial Aid and/or committee to be reconsidered for financial aid eligibility when the student has not met the Satisfactory Academic Progress (SAP) requirements. An appeal provides information that explains why the student failed to make SAP, and changes made to the student's situation making it possible to meet SAP in the future.

5. Procedural Steps

The Office of Financial Aid evaluates Satisfactory Academic Progress (SAP) at the end of each term (fall and spring). When grades are posted at the end of each term, a SIS SSRS Report is run for evaluation. OFA evaluates the SSRS Report for accuracy and updates the SIS system during the months of January and June. Students failing to meet SAP the first time will be notified, at the end of each term, and prior to the following term disbursement, by the OFA that he/she has been placed on Financial Aid Probation for the next enrolled term utilizing a template notification form. The notification to the student will explain the reason for probation, the probationary period and the benefits that will be terminated if progress is not made. Students are eligible to receive financial aid while under Financial Aid Probation. It is possible for a student to receive more than one probationary term. However, it is not possible for a student to have a Financial Aid Probation status for two consecutive terms. If a student fails to meet SAP standards at the end of their probationary term, he/she will be placed on Financial Aid Suspension and will become ineligible to receive financial aid. SIS is updated to reflect student's financial aid status.

If a student has a COMLEX-USA® board examination failure, a student is placed on an Academic Plan that same term. The Academic Plan is a set of recommendations given to the student from the Student Performance Committee. The student's Academic Plan is submitted to the Director of Financial Aid within the same term the student was notified of the COMLEX-USA® board examination failure. Students are eligible for financial aid while meeting the requirements of his/her Academic Plan. Students who fail to meet their Academic Plan requirements will be notified by the OFA and placed on a subsequent Financial Aid Probation. Students who do not meet SAP standards after that term will be notified by the OFA and placed on Financial Aid Suspension.

Students who have been placed on Financial Aid Suspension may file a Financial Aid Appeal Form to the Director of Financial Aid within the term of being notified of their loss of financial aid eligibility. The Financial Aid Appeal must include appeal cover letter, letter of explanation detailing what extenuating factor(s) caused him/her not to meet SAP requirements, a description of what has changed that will allow him/her to meet SAP standards, and supporting documentation, if applicable. Incomplete appeals will not be reviewed. The OFA appeals committee will review all appeals within 5 to 10 business days of receipt. Each student will be emailed the result of his/her appeal. A student whose appeal has been approved will either be placed on Financial Aid Probation or on an Academic Plan.

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A student whose appeal is denied, loses eligibility for financial aid and will be required to provide his/her own financial assistance to continue his/her education. A student cannot appeal a term after the term end date. The decision of the Director of Financial Aid for all appeals will be final. It is the student's responsibility to present evidence to the Director of Financial Aid at the time he/she has met the minimum requirements for reinstatement of financial aid.

Students under GI Bill® Benefits must maintain at least a 70% attendance rate to continue receiving VA benefits. If a student falls below the 70% attendance rate for mandatory courses, not to include excused absences, the student is placed on Financial Aid Probation. If a student falls below the 70% attendance rate during the probationary period, VA benefits are terminated.

GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government website at www.benefits.va.gov/gibill~~http://www.benefits.va.gov/gibill~~.

In the event a student is dismissed from his/her program due to academic reasons, the student is no longer eligible for financial aid under that academic program. The OFA will send a Financial Aid Dismissal Notification to the student to notify him/her of this status. All SAP notifications will be sent to the student's College email account. Dismissal notifications will be mailed to the students' last known address on file with the Office of the Registrar.

6. Reports/Charts/Forms/Attachments/Cross References

7. Maintenance

Director of Information Systems and Services - SSRS Reporting System

Director of Financial Aid - SIS, SSRS Reporting System updates, review and update to federal policy

Office of Financial Aid Staff - Communicate and counsel students, and other related tasks

8. Signature

Approved by

Department Head of Financial Aid

5/19/2023

Date

9. Distribution List

External

10. Revision History

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Revision Date	Subsection #	Summary of Changes	New/Cancellation/ Replacement Procedure? (if applicable)	Approval Date
4/27/2020	5	Clarification in procedure regarding SAP notification utilizing a template		4/27/2020
05/18/2023		Updated CAMS to SIS		5/23/2023