

BURRELL COLLEGE OF OSTEOPATHIC MEDICINE

STANDARD OPERATING PROCEDURES

Satisfactory Academic Progress		SOP #: FA.010.01
Effective Date	6/18/2018	
Last Revision/Review	6/15/2018, 8/28/19, 04/22/2020	

1. Purpose

Federal regulations [34 CFR §668.34-Satisfactory Academic Progress](#) require schools to monitor the academic progress of financial aid recipients and certify the applicant is making satisfactory progress toward earning his/her degree. This determination is made at least once per year. Burrell College of Osteopathic Medicine (the College) Office of Financial Aid (OFA) has chosen to perform the evaluation at the end of each payment period. Medical students' academic progress is determined by the established by the Student Performance Committee.

The OFA's Satisfactory Academic Progress (SAP) Policy is used for Financial Aid purposes only and may differ from student's academic standing. The OFA SAP status does not appear on a student's academic transcript.

2. Related Policy/Authority

- 34 CFR §668.34-Satisfactory Academic Progress
- College Policy B9520 – Satisfactory Academic Progress - <https://bcomnm.org/policy-b9520/>

3. Faculty/Staff Responsibilities

Director of Financial Aid

Financial Aid Committee and any employee specifically delegated to oversee issues covered in this procedure.

4. Definitions/Abbreviations

Qualitative measure (GPA): The qualitative measure for the Doctor of Osteopathic Medicine degree program is having no un-remediated failures at the end of a term

Quantitative measure (Pace): The pace at which a student must progress through the program calculated by dividing the cumulative number of credit hours the student has successfully completed by the cumulative number of credit hours the student has attempted. The student must complete 91% of their coursework each term and cumulatively.

Maximum Time Frame: The requirement that is measured in credit hours, a period no longer than 150% of the published total credit hours required to graduate.

Financial Aid Probation: Refers to a status assigned to a student who has successfully appealed a Financial Aid Suspension and it has been determined that 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 status of "Academic Plan" may be assigned when it is determined that the student cannot meet SAP by end of the next term. The Academic Plan will be the set of recommendations given

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to the student from either the academic program or FAO. The academic plan is a prescribed series of measures by which the student will regain SAP status in order to meet the minimum SAP requirements upon graduation.

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

Financial Aid Appeal: A student submits a written letter if and after the student has been notified that they are on a Financial Aid Suspension. The student submits a petition to the appropriate 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.

5. Procedural Steps

Please refer to Appendix A

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

SAP Notification Letter –Internal and used for student not meeting academic progress

Forms and Helpful Links: <https://bcomnm.org/students/office-of-financial-aid/financial-aid-forms/>
007-SAP Appeal Form

008-SAP Academic Plan Form

7. Maintenance

Director of Financial Aid – Procedures assessed every November

8. Signature

Signature on File

4.22.2020

Marlene Melendez, Director of Financial Aid

Date

9. Distribution List

Internal/External

10. Revision History

Revision Date	Subsection #	Summary of Changes	New/Cancellation/ Replacement Procedure? (if applicable)	Approval Date
4.22.20	5	Added SAP Notification Letter	New	4.22.2020

Appendix A: SAP PROCEDURES

Qualitative measure (GPA/Un-remediated Course Failures):

The course of study leading to the Doctor of Osteopathic Medicine degree is conducted as a cohort program. Consequently, each course is offered one time in an academic year. Grades are recorded for individual students by the Registrar. Numeric grades (1-100) are calculated in the GPA. Numeric grades above 70 or all grades designated as a “P” or “H” in Pass/Fail courses are designated as passing. Numeric grades below 70 or all grades designated as “F” in a Pass/Fail course are considered failing. A student receiving a failing grade in a course or in one element of a course may be given the opportunity to remediate that course or element upon recommendation of the Student Performance Committee. If remediation is successful, the student receives the minimum passing grade for the course with the designation of “70RP” (for a numerically graded course) or a “PX” (for a Pass/Fail course) in their academic record. The Doctor of Osteopathic degree program requires that students have no un-remediated failures to progress to the next term. The SPC reviews all course failures and may recommend that a student be allowed to repeat the academic year in which any course was failed or may recommend an administrative withdrawal from the degree program. If a student repeats an academic year, the student is placed on “**Financial Aid Suspension**”, and must submit a financial aid appeal for review. If satisfactory improvement is not made at the end of the probationary period or if a student is placed on administrative withdrawal, educational benefits are terminated.

Quantitative Measure (Pace):

Students must make steady progress toward their degree by successfully completing all attempted credit hours in a term, completing 91% of the coursework each term and cumulatively. The Doctor of Osteopathic Medicine degree program requires that students have no un-remediated failures to progress to the next term. The completion rate is determined by dividing the cumulative number of hours successfully completed by the cumulative numbers of hours attempted. Students with the following grades will decrease their completion rates, Administrative Withdrawals (AW), Withdrawals (W), No Credit (NC), Incompletes (I), “F”-Fail, and failing grades, which are counted as attempted, but not completed coursework. Once an incomplete grade is updated with an appropriate grade-change, SAP is reevaluated.

Grades of “H”, “P”, and numeric passing grades are counted as completed. Courses designated as “IP”-In Progress are still counted in the completion rate. If SAP is evaluated at the end of the term, and the OFA receives notification of a grade change, a student’s SAP status will be reevaluated.

Example: Student enrolled in 24 credit hours. Student receives a “W” for a 12 credit hours. 24 credit hours enrolled divided by 12 attempted credit hours = 50% completion rate

The maximum time allowed by the Doctor of Osteopathic Medicine degree program is within 110% of the established timeframe of expected completion for the program. The timeframe starts with the first term of enrollment as a matriculated student, even if financial aid was not awarded during an enrolled term. Periods of Leave of Absence (LOA) will be determined on a case-by-case basis by the OFA.

Transfer Credits:

The College’s DO program is unable to accept transfers from other institutions of any student completing the program prior to 2020. After 2020, the College may consider any current medical student for transfer based on the procedures in College Policy-B9010–Student Transfers, <https://bcomnm.org/policy-b9010/>. Once transfer credits are officially accepted and applied toward a student's degree program they are counted

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as both attempted and completed hours. Transfer credits that are accepted towards a student's academic program are **NOT** included in the GPA, but are included in the completion rate and the maximum timeframe allowed to complete the Doctor of Osteopathic Medicine degree.

Evaluation

The Office of Financial Aid evaluates Satisfactory Academic Progress (SAP) at the end of each term (fall and spring). Students failing to meet SAP the first time will be notified by the OFA that he/she has been placed on **"Financial Aid Suspension"** for the next enrolled term. If a student is placed on **"Financial Aid Suspension"**, the College sends a notice to the student with information about the SAP status and instructions on how to appeal. The student will have to appeal their Financial Aid Suspension. If the appeal is successful, the student will be put on a probationary period and will have to show progress to receive Title IV funding. Benefits that will be terminated if progress is not made during the probationary period. 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. Progress is reviewed at the end of each term. 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.

Academic Plan

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 Financial Aid Suspension. If a student has a COMLEX-USA® board examination failure, a student automatically is placed on an **"Academic Plan"** that same term. 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"**. It is highly likely that the students that fail to meet COMLEX board examinations will reflect a negative SAP status at the next SAP evaluation. Students who do not meet SAP standards after that term will be notified by the OFA and placed on **"Financial Aid Suspension"**.

Financial Aid Appeal

Students who have been placed on **"Financial Aid Suspension"** may file a subsequent [Financial Aid Appeal Form](#) to the Director of Financial Aid within the term of being notified of their loss of financial aid eligibility, if different extenuating circumstances exist, which could have impeded the student from meeting the requirements within the Academic Plan or Academic Probation. The subsequent appeal cannot be submitted with the same reasons for which the student originally appealed. The appeal application 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. 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. Valid reasons for an appeal include:

- Medical emergencies
- Several health issues
- Several personal or family problems
- Financial or personal catastrophe

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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 letter. A student whose appeal has been approved will be placed on a “**Financial Aid Probation**”.

Note: Students cannot appeal more than once for the same issue.

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.

SAP for COMLEX Test

Students who are placed on Academic Probation because of COMLEX Test scores/missing remediation grades, before SAP is run, will be placed on FA Warning/Probation/Academic Plan that same term. Students placed on Academic Probation after SAP has been run will be placed on FA Warning/Probation/Academic Plan the next term, if he/she has not successfully completed the COMLEX Test/missing remediation grade by that term

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

Financial Aid Dismissal

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.

SAP Notifications

All SAP notifications will be sent to the student’s email account. Dismissal notifications will be mailed to the students last known address on file with the Office of the Registrar.

Consumer information for Satisfactory Academic Progress will be published in the Financial Aid Manual, <https://bcomnm.org/students/office-of-financial-aid/financial-aid-manual/>, and will be assessed annually in November of each year. Consumer information will include a summation of the policy, appropriate link to policy, and link to the federal code. The information provided online includes the definition of qualitative and quantitative measurements, the SAP evaluation process, reinstatement procedures, notifications timelines, and financial aid appeal information, which will include the form to appeal financial aid suspension.