

# BURRELL COLLEGE OF OSTEOPATHIC MEDICINE

## STANDARD OPERATING PROCEDURES

<b>Student Status Review</b>		<b>SOP #: ES.004.00</b>
Effective Date	10.19.2020	
Last Revision/Review		

### 1. Purpose

The procedure is to ensure that students' status in CAMS Student Information System aligns accurately to students' financial aid budget and financial aid package. In addition, implement a multi-level review for aforementioned process for approved off-cycle returning students.

### 2. Related Policy/Authority

B9090- Leave of Absence- [https://bcomnm.org/wp-content/uploads/2019/10/B9090\\_Leave-of-Absence.pdf](https://bcomnm.org/wp-content/uploads/2019/10/B9090_Leave-of-Absence.pdf)

B9500- Title IV Compliance- [https://bcomnm.org/wp-content/uploads/2019/02/B9500\\_TitleIV\\_Compliance.pdf](https://bcomnm.org/wp-content/uploads/2019/02/B9500_TitleIV_Compliance.pdf)

B9530-Cost of Attendance- [https://bcomnm.org/wp-content/uploads/2019/12/B9530\\_CostofAttendance\\_.pdf](https://bcomnm.org/wp-content/uploads/2019/12/B9530_CostofAttendance_.pdf)

### 3. Faculty/Staff Responsibilities

Office of Financial Aid – Director, Assistant Director

Office of the Registrar - Registrar, Associate Registrar

### 4. Definitions/Abbreviations

College Level: OMS I, OMS II, OMS III, OMS IV

Cohort: Class of 2020, 2021, 2022, etc.

### 5. Procedural Steps

#### For students on cycle:

At a minimum of once per week, Office the Registrar (OTR) will run the Mismatch College Level SSRS report to identify any students whose Cohort and College Level do not align. OTR will make corrections as necessary. One day prior to the packaging of student loans and one day prior to financial aid disbursements for each term, the Associate Registrar will run the SSRS report and make corrections as necessary. The Registrar will receive the SSRS report from the Associate Registrar to verify accuracy and inform OFA they can proceed with their cohort and college level verification process.

#### For approved off-cycle returning students:

The OTR will make any necessary updates to the student's file to include cohort and college level. The Associate Registrar will run the Mismatch College Level SSRS report and make corrections, if necessary.

The Registrar will verify the accuracy of the SSRS report and inform OFA they can proceed with their cohort and college level verification process for the returning student

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Upon email notification of verification of the SSRS report from OTR, the Assistant Director of Financial Aid will review the financial aid file, financial aid budget, and financial aid package. The Assistant Director of Financial Aid will confirm that the financial aid file is complete; moreover, confirm alignment of budget and package with student status and cohort. The confirmation is then sent to the Director of Financial Aid. The Director of Financial Aid will perform a final verification of the CAMS Student Status and CAMS Financial Aid to confirm accuracy. Verification with final notes will be performed in CAMS > Financial Aid > Student Notes.

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

### **7. Maintenance**

### **8. Signature**

Signature on File	10.19.2020
Nina Nunez, Director of Compliance and Institutional Assessment; Title IX Coordinator	Date

### **9. Distribution List**

Internal/External

### **10. Revision History**

Revision Date	Subsection #	Summary of Changes	New/Cancellation/Replacement Procedure? (if applicable)	Approval Date
1	[e.g., 3.1]			