

**BURRELL COLLEGE  
OF OSTEOPATHIC MEDICINE  
POLICY MANUAL**

SECTION: Students

Policy B9520

TOPIC: Satisfactory Academic Progress

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Approved: \_\_\_\_\_  
Signature on File

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## **POLICY**

Students receiving financial aid are monitored for satisfactory academic progress towards completion of their program of study. The College's Student Performance Committee monitors satisfactory academic progress towards completion which includes qualitative and quantitative standards.

## **RESPONSIBLE OFFICIAL(S)**

Office of Financial Aid

## **DEFINITIONS**

**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.

**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; six years.

**Financial Aid Probation:** refers to a status assigned to a student that 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 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 plan includes prescribed series of measures developed by the Student Performance Committee by which the student will regain SAP status.

**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. 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.

## 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. 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 “7ORP” or “PX” 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 Probation**”. 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. 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. Withdrawals, incompletes, and failing grades are counted as attempted, but not completed. Passing grades are counted as completed. Courses designated as in progress are still counted in the completion rate.

*Example: Student enrolled in 24 credit hours. Student receives a “W” for 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 150% of the established timeframe of expected completion, not to exceed six years. 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 may consider any current medical student for transfer based on the procedures in College Policy-B9010 –Student Transfers, <https://burrell.edu/policy-b9010/>. Currently, the College does not accept transfer students. In the event policy permits and transfer credits are officially accepted and applied toward a student's degree program they are counted as both attempted and completed hours. Transfer credits that are accepted towards a student's academic program are **NOT** included in a GPA because the College uses a pass fail system, 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 Probation**” for the next enrolled term. If a student is placed on “**Financial Aid Probation**”, the College sends a notice to the student explaining 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. 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.

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 a 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 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. 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 either be placed on a **“Financial Aid Probation”** or an **“Academic Plan”**.

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.

#### **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 College email account. Dismissal notifications will be mailed to the students last known address on file with the Office of the Registrar.