

**BURRELL COLLEGE
OF OSTEOPATHIC MEDICINE
POLICY MANUAL**

SECTION: Financial Aid

BCOM Policy 9110

TOPIC: Satisfactory Academic Progress

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Approved: Signature on File

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. BCOM's 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 (explained below).

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

SCOPE

All BCOM Students

RESPONSIBLE OFFICIAL(S):

The Responsible Official(s) for this policy includes the Director of Financial Aid and Financial Aid Committee (faculty and academic designees) and any employee specifically delegated by these individuals to oversee issues covered in this policy.

DEFINITIONS

Qualitative measure (GPA): the qualitative measure is the cumulative grade point average that a student must achieve at each of SAP evaluation term.

Pace measure: 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 measure: 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 Suspension-refers to a student who fails to meet the SAP requirements. These students are ineligible for federal aid.

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.

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.

Academic Plan: An Academic Plan is 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.

POLICY

Qualitative measure (GPA):

Medical school students must meet the qualitative and quantitative standards, but not exceed six annual years. BCOM's Student Performance Committee (SPC), ensures that students are moving toward successful completion of program requirements. At the end of each term, official grades are posted in the CAMS Enterprise (Student Information Management System) and will be used to compute a cumulative grade point average. Withdrawals (W), incompletes (I), and course(s) with grades of "H"-Honors, "P"-Pass, and "F"-Fail will not count towards GPA. With respect to repeated course work, each academic course remediation that is passed will have a grade of "70RP"-Pass: Course Remediated, and will be calculated in the cumulative GPA. Percentages will not be rounded-up to ensure that a student meets the minimum cumulative GPA.

Student Progress Committee (SPC) and BCOM practicum/rotation grades are not always posted at the end of each term because they are submitted from the external location. Evaluations contributing to the final grade for each practicum/rotation are required from medical facilities located at external locations.

Only grades posted at the time of evaluation will be used to determine a student's progress for the next term. Grades changed after the time of evaluation may be taken into consideration.

Quantitative Measure (Pace):

Completion rate: Medical School students must successfully complete a percentage of courses attempted, and monitored by the SPC. The completion rate is determined by dividing the cumulative number of hours successfully completed by the cumulative numbers of hours attempted. Withdrawals (W), incompletes (I), "PX"-Pass: Pass/Fail Course Remediated, "F"-Fail, and failing grades are counted as attempted, but not completed. Grades of "H", "P", and passing grades are counted as completed. Percentages are not rounded.

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

SCP and all BCOM practicums/rotations and other course grades that are not posted at the time of evaluation are still counted in the completion rate.

Maximum Timeframe: The maximum time allowed by each program to earn a degree is 150% of the established timeframe to complete each program. The timeframe starts with the first term of enrollment after matriculated into the academic program, 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:

At the present time, the BCOM DO program is unable to accept transfers from other institutions of any student completing the program prior to 2020. BCOM may consider any current medical student for transfer based on the procedures in BCOM Student Administration Policy-3104 – Transfer Requirements, <http://bcomnm.org/wp-content/uploads/2016/08/POLICY.3104.Transfer-Requirements.pdf> . Once 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 will **NOT** be included in the GPA, but will be included in the Completion Rate and the Maximum Timeframe. Students who are coming upon their Maximum Timeframe may submit an appeal application to the OFA. A review of the remaining courses and additional timeframe to complete the program of study will be determined.

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 Warning"** for the next enrolled term. Students are eligible to receive financial aid while under a

Financial Aid Warning. It is possible for a student to receive more than one **“Financial Aid Warning”**. However, it is not possible for a student to have a **“Financial Aid Warning”** status for two consecutive terms. If a student fails to meet SAP standards at the end of their warning term, he/she will be placed on **“Financial Aid Suspension”** and will become ineligible to receive financial aid.

Outcomes of the Student Performance Committee meetings will be considered when determining a student's SAP.

Medical students' academic progress is determined by the Student Performance Committee (SPC), as BCOM has extremely high standards and follow specific board testing criteria. BCOM reviews throughout and at the conclusion of each academic year, the performance of each student. The review and accompanying evaluation may include actual grades received, an indication of pass or fail, satisfactory or unsatisfactory, or another form of evaluation. BCOM, the Registrar, and the OFA work together on students placed on academic probation because of not meeting its academic requirements. The OFA reviews each student's account to determine what SAP status the student will be placed. The OFA will monitor the Maximum Timeframe for medical students.

SAP for COMLEX-USA® Test

Students who are placed on Academic Probation because of COMLEX-USA® Test scores/missing remediation grades, and 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-USA® Test/missing remediation grade by that term.

Reinstatement of Financial Aid Eligibility

Students who have been placed on **“Financial Aid Suspension”** may become eligible to receive financial aid by achieving the required SAP standards over time without financial aid; or by filing 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, and 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”**, http://bcomnm.org/wp-content/uploads/2018/07/Policy-6014.Academic-Risk_01.pdf, depending on the appeal results:

Financial Aid Probation: A status of **“Financial Aid Probation”** may be assigned when it is determined that the student may be able to meet SAP standards by the end of the next term. The student would be eligible to receive financial aid for that term. Students who do not meet SAP standards after that term will be notified by the OFA and placed on Financial Aid Suspension.

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 to the student from the Office of Academic Affairs or OFA. 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, refer to BCOM Student Administration Policy 3103-Student Tracking and Promotion http://bcomnm.org/wp-content/uploads/2018/07/POLICY.3103.Student-Tracking-and-Promotion_01.pdf

The student's academic plan provided by the Office of Academic Affairs is submitted to the Director of Financial Aid within the same term the student was notified of being on Financial Aid Suspension. 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 Suspension.

Students who subsequently are on “**Financial Aid Suspension**” may submit a [Financial Aid Appeal Form](#) to the Director of Financial Aid for consideration.

Loss of Financial Aid

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 that has already ended. 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.

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

SAP notifications will detail the reason why the student did not meet SAP standards. All SAP notifications will be sent to the student’s BCOM email account. Dismissal notifications will be mailed to the students last known address.