

Arkansas Colleges of Health Education

Satisfactory Academic Progress Policy (SAP) for Title IV Recipients

Students that receive assistance from any Title IV, HEA programs must maintain satisfactory academic progress (SAP) as defined by the Arkansas Colleges of Health Education according to federal regulations (CFR 668 – Student Assistance General Provisions, Sections 668.16, 668.32, 668.34, and 668.42). SAP is measured by the institution at the end of each payment period based upon quantitative and qualitative standards.

Students who do not meet the institution's minimum SAP standards in each and every section of this policy will lose eligibility to receive funds from Title IV, HEA programs (Unsubsidized Direct Loans, Direct Plus Loans and Federal Work-study). Students on financial aid suspension that believe they deserve special consideration due to an unusual circumstance(s) such as: death of a relative, an injury, or illness of the student or other special circumstance may file a Financial Aid Appeal to regain eligibility for Title IV, HEA programs. Financial Aid Appeals and all documentation submitted will be evaluated by the Student Progress Committee to determine if the appeal should be approved or denied. The standards set forth in the Arkansas Colleges of Health Education SAP policy meet or exceed the federal requirements set forth in the Federal Student Aid Handbook.

Quantitative Measures of Academic Progress – Timeframe for Completion

1. **Maximum Timeframe:** The normal course of study to gain a Doctor of Osteopathic Medicine (DO) degree from the Arkansas College of Osteopathic Medicine (ARCOM) consists of four years of progressive integrated education. The Student Progress Committee (SPC) shall annually review the progress of all ARCOM students and recommend to the Dean those students who are eligible for promotion into the next academic year, as well as those recommended for graduation. Students must complete their degree within a timeframe no longer than 150% of the published length of their program to maintain SAP.
2. **Pace of Progression:** Students must progress through their program to ensure that they will graduate within the maximum timeframe. To maintain SAP students must complete at least 66.67% of the credit hours they attempt. SAP is measured by a student's pace of completion which is calculated by dividing the total number of hours the student has successfully completed by the total number of hours he or she has attempted.

Qualitative Measures of Academic Progress – Grade Point Average

1. **Grade Point Average (GPA):** Grades for OMS I-IV medical students is based upon a scale of 0 to 100. ARCOM requires a grade of 70 or above for passing of all courses, any grade below 70 is failing. Letter grades are given for reference only. Students are required to maintain a cumulative GPA of 70 or above to maintain SAP.

Incomplete/Withdrawal/Repeat/Fail Course Work

Grades of Incomplete (I), Withdrawal (W), Withdrawal Passing (WP), Withdraw Failing (WF), Audit (Au), Repeat (R), or Fail (F) are counted as attempted hours but not as earned hours in determining SAP.

Audit Course Work

Courses that are taken as Audit (Au) courses will not be counted as attempted hours or earned hours.

Optional Summer Electives

Optional electives taken during the summer will not be eligible for funds through the Title IV, HEA programs and will not be counted as attempted hours or earned hours in determining SAP.

Passing Grades

Grades of A, B, C, and P are considered to be passing grades at this institution and will be counted in the total number of hours completed in determining SAP.

Repeat/Remediation Courses

The Student Progress Committee has the authority to recommend that a student repeat a course or academic period of study, or to recommend a student's suspension or expulsion based upon its assessment of the student's academic performance and/or professional fitness in accordance with the provisions set forth in the handbook. Students that repeat a course more than once that was previously passed will not be eligible to receive funds from Title IV, HEA programs for that same course.

Transfer Credits

In rare circumstance, transfer work from other LCME or AOA accredited college of medicine may be accepted on an individual basis if approval is granted from the Dean after the Curriculum Committee has reviewed all necessary documentation provided for the transfer request. If transfer credits are approved the student's GPA and class rank will not be transferred in. Transfer credit hours that are approved will be used in the quantitative assessment but will not be used in the qualitative assessment in determining SAP.

COMLEX Exams

Students that fail any part of their Comlex exam(s) and due to this failure is no longer able to stay in their program of study will no longer be considered as maintaining SAP for eligibility to receive funds through the Title IV, HEA programs. If a student is later allowed back in their program of study due to passing of their COMLEX exam(s), that student will then be considered to be meeting SAP if all other SAP requirements are met and will regain eligibility for Title IV, HEA programs.

Financial Aid Warning

Students found to be no longer meeting SAP at the end of each payment period will be placed on financial aid warning for the next payment period. Students on financial aid warning will be

eligible to receive funds from the Title IV, HEA programs for that payment period only. A student that is placed on financial aid warning for one payment period that does not meet SAP by the end of that payment period will be placed on financial aid suspension and will lose their eligibility to receive funds through the Title IV, HEA programs. Academic progress will be reviewed at the end of each payment period to determine if that student is now meeting SAP.

Financial Aid Suspension

Students on financial aid suspension will not be eligible to receive funds from Title IV, HEA programs unless a Financial Aid Appeal and an academic plan is approved by the Student Progress Committee. Academic progress will be reviewed at the end of each payment period to determine if that student is now meeting SAP.

Financial Aid Appeal

Students on financial aid suspension that believes special consideration should be given to them due to an unusual circumstance(s) may submit a Financial Aid Appeal to the Financial Aid Office to be reviewed by the Student Progress Committee. The basis on which a student may file an appeal: death of a relative, an injury, or illness of the student or other special circumstance. Financial Aid Appeal Forms can be found in the Office of Financial Aid. A financial aid appeal must include a typed statement explaining why SAP was not met and what has changed that will allow them to meet the SAP by the end of the next payment period. A student's typed appeal should include:

1. The reason(s) why the student failed to meet Satisfactory Academic Progress.
2. Supporting documentation that may be pertinent to the student's appeal.
3. Financial Aid Academic Plan for success. (Details will be outlined in the Financial Aid Appeal Form).

The Student Progress Committee will review complete Financial Aid Appeals within 14 days and the student would be notified by e-mail of their decision. If an appeal is denied, the Student Progress Committee will decide if the student will be allowed to attend at the student's own expense. Academic progress will be reviewed at the end of each payment period to determine if that student is now meeting SAP.

Financial Aid Reinstatement

Students who have an appeal approved by the Student Progress Committee will either be placed on financial aid probation or a financial aid academic plan according to when it is expected that they would meet SAP standards. Students on financial aid probation or an academic plan will have their eligibility reinstated for Title IV, HEA programs. Academic progress will be reviewed at the end of each payment period to determine if a student is now meeting SAP.

1. **Financial Aid Probation:** Students whose appeals are approved by the Student Progress Committee will be placed on financial aid probation for one semester only. During a student's financial aid probationary period, they will regain their eligibility for Title IV, HEA programs. Students who do not adhere to the requirements specified in the

academic plan that was approved by the Student Progress Committee or who do not meet the institution's minimum SAP standards by the end of the semester will lose their eligibility for Title IV, HEA programs.

2. Financial Aid Academic Plan: Students whose appeals are approved by the Student Progress Committee that are unable to achieve SAP by the end of the payment period will be placed on a financial aid academic plan until he or she is meeting SAP. Students who do not adhere to the requirements specified in the academic plan that was approved by the Student Progress Committee will lose their eligibility for Title IV, HEA programs.