

Arkansas Colleges of Health Education

Satisfactory Academic Progress Policy (SAP) for Title IV Recipients

Students who 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, qualitative or other standards outlined in this policy.

Students who do meet the institution's minimum SAP standards in each section of this policy will be assigned a SAP status of Good Standing and will be eligible to receive funds from Title IV, HEA programs. Students who do not meet the institution's minimum SAP Standards in each section of this policy will be assigned SAP status of warning, probation, academic plan or suspension based upon his or her SAP calculation. Students who are considered to have a SAP status of warning, probation or academic plan will be eligible to receive funds from Title IV, HEA programs. Students who are considered to have a SAP status of suspension will be ineligible to receive funds from Title IV, HEA programs.

Students on financial aid suspension who 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 closed Financial Aid 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:** Students must complete their degree within a timeframe no longer than 150% of the published length of their program to maintain SAP.

ARCOM Students

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.

2. **Pace of Progression:** Students must progress through their program to ensure 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) OMS I - II:** Students are required to maintain a cumulative GPA of 80 (grade point average of 2.75) or better to maintain SAP.

ARCOM Student Grades

Grading 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. For the third and fourth years all required rotations will be given a numerical grade that is based on the student's evaluation, online modules and end of the rotation exam (COMAT). Selective and elective rotations will be Pass/Fail based on the student's evaluation and online modules. For each rotation it is required students submit their procedure logs and required OMM documentation. All grades attempted or earned calculated in the SAP calculation.

Incomplete/Withdrawal/Repeat/Fail Course Work

Grades of I (Incomplete), W (Withdrawal), R (Repeat), F (Fail) or 0.0 are counted as attempted hours but not as earned hours in determining SAP.

Passing Grades

Grades of A, B, C, H (Honors), HP (High Pass), P (Pass), 2.0, 3.0 and 4.0 are considered as passing grades at this institution and will be counted in the total number of hours completed in determining SAP. Grades that are changed after SAP evaluation was completed will be recalculated into the current SAP calculation unless it is an incomplete grade.

Repeat/Remediation Courses

Courses that are repeated or remediated are counted as attempted or earned hours in the student's SAP calculation.

The Student Progress Committee has the authority to recommend 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 who repeat a course more than once that was previously passed will be ineligible to receive funds from Title IV, HEA programs for that same course. Students who do not successfully remediate any course failures will be considered to not be meeting SAP.

Transfer Credits

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.

ARCOM 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.

Academic Probation/Suspension/Dismissal

Students who are placed on academic or administrative probation, suspension or dismissal will be considered as not meeting SAP.

ARCOM COMLEX Exams

Students who fail any part of their Complex exam(s) and due to this failure is no longer able to stay in their program of study will no longer be considered as meeting 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 be meeting SAP if all other SAP requirements are met and will regain eligibility for Title IV, HEA programs.

ARCOM Professional Potential in Progress

Students who are determined to not be demonstrating professional potential in progress by faculty and administration will no longer be considering to be meeting SAP for eligibility to receive funds through the Title IV, HEA programs.

Clinical Rotations and Post-Rotation Exams

Students must successfully complete rotations and post-rotation exams to be meeting SAP for eligibility to receive funds through the Title IV, HEA programs.

SAP Evaluation Process

The Office of Financial Aid will review a student's academic progress and standing at the end of each payment period to determine the student's SAP standing. Students who are found to not be meeting the institution's minimum standards for SAP will be ineligible to receive funding from Title IV, HEA programs and may be ineligible for funding from other programs.

The Office of Financial Aid will notify students via e-mail if they are not meeting the institution's minimum standards for SAP and will be placed on financial aid suspension.

Financial Aid SAP Statuses

Good Standing

Students in good academic standing are meeting SAP and will be eligible to receive funds from the Title IV, HEA programs for that payment period. A student is in good academic standing when he or she has successfully completed all required courses to date with a cumulative overall grade of 80 (grade point average of 2.75) or better. A student in good standing must have successfully remediated any course failures and satisfactorily completed all incomplete course work and is not currently on academic or administrative probation, suspension or dismissal.

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 who is placed on financial aid warning for one payment period and does not meet SAP by the end of the 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.

Suspension

Students on financial aid suspension will be ineligible to receive funds from Title IV, HEA programs unless a Financial Aid Appeal and a written academic plan is approved by the Financial Aid Appeals Committee. Academic progress will be reviewed at the end of each payment period to determine if that student is now meeting SAP.

Probation

Students whose appeals are approved by the Financial Aid Appeals 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 Financial Aid Appeals 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.

Academic Plan

Students whose appeals are approved by the Financial Aid Appeals 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 Financial Aid Appeals Committee will lose their eligibility for Title IV, HEA programs.

Financial Aid Appeal

Students on financial aid suspension who 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 within 30 days of the semester beginning to be reviewed by a closed Financial Aid Appeals 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. A student may not appeal more than two times for the same program of study.

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 SAP. 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 Financial Aid Appeals Committee will review complete Financial Aid Appeals within 30 days of receiving a complete Financial Aid Appeal. Incomplete appeals will not be reviewed. The Director of Financial Aid may assign a closed ad hoc committee to review financial aid appeals to ensure timely processing or in special circumstances. The Office of Financial Aid will notify the student via e-mail of the Committee's decision to approve or deny his or her appeal.

Academic progress will be reviewed by the Office of Financial Aid 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 Financial Aid Appeals Committee will either be placed on financial aid probation or an academic plan according to when it is expected 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.

Regaining Eligibility

Students who have become ineligible to receive funding from Title IV, HEA programs due to not meeting the institution's minimum cumulative GPA or minimum completion rate requirements may regain eligibility once they meet the qualitative and quantitative SAP standards listed in this policy.