

**Arkansas Colleges of Health Education**  
**How Eligibility is determined for TITLE IV, HEA**

To be eligible to receive federal student aid, students need to:

- Qualify to study at the postsecondary level by having either a high school diploma or its recognized equivalent.
- Be enrolled as a regular student in an eligible program at the time of admission and the Registrar will notify financial aid if the student leaves the program.
- Males (any person assigned the sex of male at birth) that are U.S. Citizens or noncitizens, is required to be registered with Selective Service between the ages of 18 and 25 unless they meet any of the following exemptions:
  - Male that is in the U.S. as a lawful nonimmigrant as long as he maintains that status;
  - Males currently in the armed services and on active duty (this exception does not apply to members of the Reserve and National Guard who are not on active duty);
  - Males who are not yet 18 at the time that they complete their application (an update is not required during the year, even if a student turns 18 after completing the application);
  - Males born before 1960;
  - Citizens of the Republic of Palau, the Republic of the Marshall Islands, or the Federated States of Micronesia\*;
  - Noncitizens that first entered the U.S. as lawful non-immigrant on a valid visa and remained in the U.S. on the terms of that visa until after they turned 26.
  - Transgender males who were assigned the sex of female at birth
  - Met criteria for the entire time through the age of 25 to qualify for the waiver if:
    - Unable to register due to being hospitalized, incarcerated or institutionalized
    - Enrolled in any officer procurement program at The Citadel, North Georgia College and State University, Norwich University, Virginia Military Institute Texas A&M University, or Virginia Polytechnic and State University; or
    - Commissioned Public Health Service officers on active duty or members of the Reserve of the Public Health Service on specified active duty.
- Have a valid Social Security number unless you are from the Republic of the Marshall Islands, Federated States of Micronesia, or the Republic of Palau.
- Completed a FAFSA and the school must have a current ISIR to start the initial eligibility process.
- Sign certifying statements on the *FAFSA* stating that:
  - you are not in **default** on a **federal student loan**
  - do not owe an overpayment on any Federal Student Aid
  - you are agreeing to the Statement of Educational purpose
  - the data reported on the FAFSA is correct
- Maintain financial aid *satisfactory academic progress (SAP)* while you are attending college or a career school.

- Be enrolled at least half-time to receive assistance from the Direct Loan Program.  
In addition, you must be either a:
  - U.S. citizen
  - U.S. National (includes natives of American Samoa or Swains Island)
  - U.S. permanent resident with a Form I-551, I-151, or I-551C (Permanent Resident Card, Resident Alien Card, or Alien Registration Receipt Card), also known as a green card
 Or
  - Arrival-Departure Record (I-94) from U.S. Citizen and Immigration Services (USCIS) showing:
    - Refugee
    - Asylum Granted
    - Cuban-Haitian Entrant
    - Conditional Entrant (valid only if issued before April 1, 1980), or
    - Parolee
  - Hold a T nonimmigrant status (T-visa) (for victims of human trafficking) or your parent holds a T-1 nonimmigrant status from the U.S. Department of Health and Human Services.
  - Designated as a “**battered immigrant-qualified alien**” if you are a victim of abuse by your citizen or permanent resident spouse, or you are the child of a person designated as such under the **Violence Against Women Act (VAWA)**.
  - Citizen of the Federated States of Micronesia, the Republic of the Marshall Islands, or the Republic of Palau.
    - Citizens of the Republic of Palau are only eligible for Federal Work-study at ARCOM even though at other colleges they may be eligible for Federal Pell Grants, Federal Supplemental Educational Opportunity Grants, and Federal Work-Study
    - Citizens of the Federal States of Micronesia and the Republic of the Marshall Islands are eligible for Federal Pell Grants only, which ARCOM does not participate in.
    - **U-Visa” holders** are not designated as qualified aliens under the Personal Responsibility and Work Opportunity Reconciliation Act (PRWORA), and are therefore not eligible for Title IV, HEA program funds. However, U-Visa holders may convert to lawful permanent resident (LPR) status after they have physically been present in the United States for a continuous period of at least three years after the date of admission given on their U-Visa.
    - Once LPR status has been granted, the holder of LPR status becomes a qualified alien under the PRWORA (see above), and thus potentially eligible for Title IV, HEA funds (assuming they meet all other eligibility requirements, for example, being enrolled as a regular student in an eligible program, having a high-school diploma or its recognized equivalent, having a Social Security number.

### **Incarcerated Applicants**

A student is considered to be incarcerated if she/he is serving a criminal sentence in a federal, state, or local penitentiary, prison, jail, reformatory, work farm, or similar correctional institution (whether it is operated by the government or a contractor). A student is not considered to be incarcerated if she/he is in a halfway house or home detention or is sentenced to serve only

weekends. Doctors of Osteopathic medicine and medical students are entrusted with the health, welfare, and safety of the patients they serve. Due to this, ARCOM requires criminal background checks (CBCK). This policy applies to all students enrolled in ARCOM, as well as persons who are offered admission to ARCOM and students who have a break in enrollment. All offers of admission are contingent upon satisfactory results of a CBCK. Progression and continued enrollment in the osteopathic program also require satisfactory CBCK results. There are no exceptions to this policy. ARCOM's attendance policy specifies that students are expected to attend all scheduled educational sessions and clinical rotations; therefore, incarcerated students are not eligible for admissions.

**Conviction for possession or sale of illegal drugs**

- A Federal or state drug conviction can disqualify a student for FSA funds. The student self-certifies in applying for aid that he/she is eligible for by using the FAFSA. ARCOM is not required to confirm this unless there is evidence of conflicting information.
- The chart below illustrates the period of ineligibility for FSA funds, depending on whether the conviction was for sale or possession and whether the student had previous offenses. (A conviction for the sale of drugs includes conviction for conspiring to sell drugs)

<b>Offense</b>	<b>Possession of Illegal Drugs</b>	<b>Sale of Illegal Drugs</b>
1st Offense	1 year from date of conviction	2 years from date of conviction
2nd Offense	2 years from date of conviction	Indefinite period
3+ Offense	Indefinite period	

- If a student was convicted of both possessing and selling illegal drugs, and the periods of ineligibility are different the student will be ineligible for the longer period.
  - A student regains eligibility the day after the period of ineligible ends or when he/she successfully completes a qualified drug rehabilitation program. Further drug conviction will make him/her ineligible again.
  - When a student regains eligibility during the award year, the institute may award Pell and/or Loan for the current payment period.
- A qualified drug rehabilitation program must include at least two unannounced drug tests and must satisfy at least one of the following requirements.
- Be qualified to receive payment directly or indirectly from a federally or state-licensed insurance company.
  - Be qualified to receive funds directly or indirectly from a federal, state or local government program.
  - Be qualified to receive payment directly or indirectly from a federally or state-licensed insurance company.
  - Be administered or recognized by federal, state or local government agency or court.

- Be administered or recognized by a federally or state-licensed hospital, health clinic or medical doctor.

Any student whose CBCK contains adverse results may be excluded from clinical training opportunities. A student who cannot be placed cannot complete the program. A student whose CBCK contains adverse results may be dismissed from the medical program.

Enrolled students are required to self-report every year (including vacation, weekends and holidays) any new criminal charges(s) and the outcome of any new or pending criminal charge(s) to the Associate Dean of Student Affairs within 48 hours of disposition, arrest, being charged, being indicted, or otherwise learning of this charge. This notification can occur in person, by phone or through official ARCOM e-mail.

A criminal charge against an enrolled student will require the student to appear before the Student Progress Committee (SPC) and may result in temporary suspension from the program pending disposition. A charge that results in a conviction will require the student to appear before the SPC and may result in preclusion from clinical placement and/or dismissal from the program. Failure to disclose an arrest, indictment, charge or disposition while enrolled in the medical program will result in action against the student, up to and including dismissal from the program. Any enrolled or returning student who self-reports or is otherwise the subject of a criminal charge that is adjudicated and resolved through the institutional disciplinary process, and who subsequently undergoes a CBCK that discloses the same offense, will not be subject to additional institutional disciplinary action.

### **Required Documentation (provided by School)**

This is a list of required documentation provided to the student via electronic format through the catalog, handbook or on the website:

Campus Consumer Crime Statistics Information

Course Description

Immunization Form

Matriculation Requirements

Physical Exam Form

Student Catalog

Student Handbook

Technical Standards for Admissions

Tuberculosis Screening/Testing Form

### **FAFSA Verification**

Every year a number of students who are eligible for financial aid are randomly selected for verification by the U.S. Department of Education by the FAFSA Central Processing System (CPS). If a student is selected for federal verification, they will be required to complete the verification process for the verification tracking group (V1-V6) they were placed in. Students will be notified by e-mail of required documentation and any other documentation requested to

resolve conflicting information. Students/Spouses will be required to submit the documentation that may be required such as: IRS Tax Return Transcript, W-2's, Statement of Educational Purpose, High School Completion Status, Household Resources, Child Support Paid, receipt of SNAP benefits and child support paid along with any other documents requested to resolve conflicting information. After documentation is reviewed, the student will be notified by e-mail if their financial aid award is changed.

Verification exclusions may be exercised at the discretion by the Director of Financial Aid that will be documented due to: death of the student, student is not an aid recipient, student is only eligible for unsubsidized student financial assistance, applicant was verified by another school, or student was selected for verification after ceasing to be enrolled at ARCOM and all (including late) disbursements were made. Documentation may not be required if information reported on FAFSA is believed to be accurate for the spouse of an independent student in certain circumstances. These circumstances for the spouse would be: death, mentally incapacitated, resides in a country other than the United States and can't be contacted by normal means or can't be located because the student doesn't have and is unable to receive their spouse's contact information.

### **Facilities/ Services for Student with Disabilities**

ARCOM complies with the Americans with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) of 1992; as amended ADAA, 2008.

ARCOM is committed to ensuring that otherwise qualified students with a disability are able to equally enjoy the benefits of an osteopathic professional education. It is the student's responsibility to initiate the process for disability services. The process for obtaining a reasonable accommodation is an interactive one that begins with the student's disclosure of disability and a request for reasonable accommodation. The student has the obligation to provide proper documentation of the disability from a qualified physician or clinician who diagnosed the condition and sets forth the recommended accommodations. Upon request by a student with a disability, the College will evaluate the accommodation with the goal of enabling the student to meet the standards. Accommodation for a disability cannot unreasonably interfere with or substantially alter the ARCOM curriculum or interfere with the rights of other students or with the student's ability to adequately care for a patient.

ARCOM's affiliate organizations, such as hospitals that administer the clinical and practical portion of the ARCOM curriculum, expect our students to perform their duties in a timely manner as such ability is a critical and essential part of the ARCOM curriculum and of the practice of medicine in general. Therefore, extra time will generally not be granted to students in clinical encounters including clinical performance examinations and clinical clerkships.

Students who fail in the curriculum, or who are suspended or dismissed, will not be considered for disability accommodation if they have not identified the disability and requested reasonable accommodations in advance.

Students who identify a disability during a course of study must undergo testing and evaluation at the time of the request for consideration of accommodations.

Each request for accommodation will be considered on an individual basis.

### **Procedures for Requesting Accommodations**

The following procedure must be followed in order for any student with a disability to receive accommodation. The student must:

1. Make a request for accommodations in writing to the Associate Dean of Student Affairs, the Associate Dean of Academic Affairs, or the Office of the Dean.
2. The student must submit appropriate documentation of his/her disability (guidelines for proper documentation are set forth below);
3. The information will be provided to the Accommodation Agent (Director of Assessment) who will coordinate the evaluation of the request for accommodation;
4. Appropriate faculty and administrators will review the proposed accommodation and approve or offer an alternative accommodations plan to be accepted by the student and followed by the student and ARCOM faculty.

In all cases, accommodations are not retroactive and decisions do not affect grades or other actions that have taken place prior to the granting of accommodations.

### **Documentation Guidelines**

Students requesting accommodations or services from ARCOM because of a learning disability are required to submit documentation to determine eligibility for those accommodations or services in accordance with Section 504 and the Americans with Disabilities Act (ADA). A diagnosis of a learning disability does not necessarily qualify a student for academic accommodations under the law. To establish that a student is covered under Section 504 and the ADA, the documentation must indicate that the disability substantially limits a major life activity, especially learning.

The following guidelines are provided in the interest of assuring that documentation of a learning disability is complete and supports the student's request for accommodations. ARCOM will determine eligibility and appropriate services, case by case, based on the quality, date submitted, and completeness of the documentation submitted. The following requirements provide students, schools, and professional diagnosticians with a common understanding of the components of documentation that are necessary to validate the existence of a learning disability, the impact on the individual's educational performance, and the need for academic accommodations for the purpose of the ADA and Section 504.

#### **1. A Qualified Professional Must Conduct the Evaluation**

The assessment must be administered by a trained and qualified (i.e., certified and/or licensed) professional (e.g., psychologist, school psychologist, neurophysiologist, education diagnostician,

or student clinician who is being supervised by a qualified professional) who is not an employee of ARCOM, and has had direct experience with adolescents and/or adults with learning disabilities. The Accommodations Committee is responsible for documenting and approving or disapproving the provider.

## **2. Documentation Must Be Current**

Reasonable accommodations are based on the current impact of the disability on academic performance. In most cases this means that a diagnostic evaluation should be age appropriate and relevant to the student's learning environment, and show the student's current level of functioning. If documentation does not address the individual's current level of functioning a re-evaluation may be required. Medical students must submit their evaluation and supporting documents thirty-days prior to matriculation.

## **3. Documentation Must Include a Specific Diagnosis**

The report must include a clear and direct statement that a learning disability does or does not exist including a rule out of alternative explanations of learning problems. Terms such as "learning difficulty," "appears," "suggests," or "probable" do not support a conclusive diagnosis.

## **4. Documentation Must Be Comprehensive**

The documentation must include a summary containing relevant historical information, instructional interventions, related services, and age of initial diagnosis. The documentation must also include objective data regarding aptitude, achievement and information processing. Test scores (standard scores, percentiles, and grade equivalents) must also be included in the documentation.

## **5. Recommendations for Accommodations**

A diagnostic report may include specific recommendations for accommodation(s). A prior history of an accommodation, without a demonstration of a current need, does not in and of itself warrant the provision of that accommodation. Each accommodation recommended by an evaluator should include a rationale. The evaluation should support the recommendations with specific test results or clinical observations. If an accommodation is not clearly identified in the diagnostic report, ARCOM will seek clarification and/or additional information either from the student's evaluator or from another trained professional chosen by ARCOM. ARCOM will make the final determination as to whether appropriate and reasonable accommodations are warranted and can be provided. ARCOM reserves the right to request reassessment of the student's disability when questions arise regarding previous assessment or provision of services or accommodations or when the student requests additional services or accommodations above and beyond what has been previously provided to the student. The student is responsible to cover the cost of the evaluation(s).

## **6. Process for Receiving Reasonable Accommodations**

All documentation related to the student's disability and accommodations shall be maintained and secured for confidentiality by the Associate Dean of Student Affairs. Upon receipt of the documentation, the Associate Dean of Student Affairs will meet with the student, either in person or by telephone, to discuss and make arrangements for accommodations for the upcoming semester. If a problem arises concerning the reasonable accommodations, the student should contact the Associate Dean of Student Affairs.

### **Reporting an Accessibility Difficulty with ARCOM Facilities**

The Chief Operating Officer should be contacted and can be reached at:

[Studentaccommodations@arcomedu.org](mailto:Studentaccommodations@arcomedu.org). All main campus buildings were designed to accommodate those with disabilities and meet American with Disabilities Act (ADA) guidelines.

### **Accommodations Grievance Procedure for Students with a Disability**

All grievances concerning any aspect of the services or accommodations provided to a student with a disability, or related to any issue related to Section 504 or the ADA, should be taken to the Dean of ARCOM. The decision of the Dean is final.

### **CONTACT INFORMATION FOR ASSISTANCE IN OBTAINING INSTITUTIONAL OR FINANCIAL AID INFORMATION**

Disclosure Requirement: Made available through appropriate publications, mailings, or electronic media

**HEA Sec 485(a) (1)-(2), 20 U.S.C. 1092 (a) (1)-(2). Not changed by HEOA 34 C.F.R. 668.41 (a) – (d); 668.43 revised August 21, 2009 NPRM (revised 34 CFR 668, 43 added 34 CFR 668.231)**

Each institution must make available to prospective and enrolled students information regarding how and where to contact individuals designated to assist enrolled or prospective students in obtaining the institutional or financial aid information required to be disclosed under HEA Sec. 485(a). This information is posted on ARCOM's website and can be found in the student catalog. Paper copies are available upon request.

### **Institutional Contact Information**

**Name:** Glenna Gilliam

**Office hours:** 8:00 a.m. to 5:00 p.m.

**Phone number:** 479-308-2209

**Fax number:** 479-308-2266

**Email:** ggilliam@arcomedu.org