



Satisfactory Academic Progress Policy

Policy Statement

Satisfactory Academic Progress (SAP) applies to all Noorda College of Osteopathic Medicine (Noorda-COM) students. These standards are to be used when reviewing a student's academic progress whether they receive financial aid (federal and/or private) or not. The SAP standards for the purpose of the review by the Office of Financial Aid must be at least as strict as the institution's academic progress policy set by each program.

Entities Affected by the Policy

- Office of Financial Aid
- Student Advisory Committee
- Faculty
- Students

Policy Procedures

I. SCOPE

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II. PURPOSE

To maintain eligibility for student assistance, students must maintain progress in their academic programs. Noorda-COM has established qualitative and quantitative standards for a student progress toward completion of their degree. These standards must be met for a student to maintain financial aid eligibility. Students who are not meeting all SAP standards are not eligible for financial aid funding. The school is responsible for establishing the specific requirements for satisfactory academic performance, tracking their students' progress, enforcing the consequences of unsatisfactory progress, and outlining the appeal process for students who experience extenuating or unusual circumstances that had an impact on their academic performance.

III. POLICY

A. General Policy Requirements

To be eligible for financial assistance, a student must meet minimum satisfactory academic progress (SAP) standards. Satisfactory Academic Progress standards must include the following standards of measurement: Qualitative, Quantitative, and Maximum Time Frame (MTF).

1. Qualitative Standard

The qualitative standard is measured using a specified grade point average (GPA) set by the program, or its equivalent measured against a norm for institutions which do not measure qualitative progress using GPA. Noorda-COM does not measure academic progress by means of a cumulative GPA. Students are required to complete required courses with a "P" passing grade, or the equivalent. Passing grades include 3-digit comprehensive score of 400 or higher, 2-digit comprehensive score of 6 or higher, Pass (P), Honors (H), High Pass (HP), or Satisfactory (S).

The qualitative measure for the Doctor of Osteopathic medicine degree program is having no un-remediated failures at the end of the spring semester, which is the last semester of the academic year for most of our students. If a student enrolls in courses for the summer term, their official SAP review will occur at the conclusion of the summer semester, whether the courses they are taking are eligible for financial aid or not. All enrolled courses must be evaluated during the SAP review.

- a) To determine SAP, each course will be assigned a value of 1. To meet SAP a student must maintain a value of 1 at the end of

the academic year. To determine this, the number of passed courses will be divided by the number of attempted courses.

(1) For example, if a student attempts 8 courses, they have a total point value of 8. If the student passes all 8 courses, the calculation $8/8$ is 1. If the student fails one course, the calculation $7/8$ and is .87; the student is placed on Financial Aid (FA) Suspension, with a chance to appeal and be placed on Financial Aid (FA) Probation. Students should read through Section B: Impact of Pass/Fails, Satisfactory/Unsatisfactory, Remediation, Incompletes/No Grade, Withdrawals, Repeats, and Transfer Credits for more information about the impact of not passing a class will have on their financial aid eligibility.

b) A student with an institutional academic standing of Academic Warning status, as determined by the Student Promotions Committee (SPC) and conveyed to the student through the Student Advisory Committee (SAC), at the end of the spring term will not be meeting the Satisfactory Academic Progress (SAP) standards. Students on Academic Warning who have an extenuating or unusual circumstance that contributed to their academic performance will need to submit a completed Financial Aid Satisfactory Academic Progress Appeal along with supporting documentation to the Office of Financial Aid. Students will need to include any guidance/letters that they have received from SPC and/or SAC to support their request for a probation period for the purposes of being eligible to receive financial aid. The Student Advisory Committee (SAC) will review the student's appeal and render a decision regarding financial aid eligibility for the next semester/academic year.

A student who is on an Academic Warning for more than 1 semester may risk losing their financial aid eligibility. Students with extenuating or unusual circumstances always have the right to submit an appeal to the Office of Financial Aid for consideration.

c) A student who has been placed on Academic Probation, as determined by the Student Promotions Committee (SPC) and conveyed to the student through the S Student Advisory Committee (SAC), will need to submit a completed Financial Aid Satisfactory Academic Progress Appeal along with supporting documentation of the extenuating circumstance that impacted their academic performance. Students will need to include any SPC and/or SAC documentation the student has received with their FA SAP Appeal. The Student Advisory Committee will review and render a decision

regarding financial aid eligibility for the next semester/academic year. The academic probation/remediation plan, along with any conditions outlined in their approved FA SAP Appeal, should enable the student to complete the degree within the 6-year MTF to earn their degree.

2. Quantitative Standard

The quantitative standard is measured by reviewing a student's Pace, which demonstrates the student is on track to complete their academic program within the set time frame. A student must be completing at least 67% (66.6667%) of their attempted courses to be on target to finish within their maximum time frame. Pace is measured by dividing the total credits earned by the total credits attempted.

3. Maximum Time Frame (MTF) Standard

All students are expected to earn their degree within a maximum time frame (MTF) no longer than 150% of the published length of their program. The MTF for the Doctor of Osteopathic Medicine program is 6 years, excluding any academically approved Leave of Absences on file with the Office of the Registrar.

B. Impact of Pass/Fails, Satisfactory/Unsatisfactory, Remediation, Incompletes, Withdrawals, Repeats, and Transfer Credits

1. Pass/Fail

All Pass/Fail designated courses are included in the Pace calculation. All credits will be included in the number of credits attempted and only the courses for which a 'passing' grade, or equivalent, will be included in the number of credits completed. Passing grades include a 3-digit comprehensive score of 400 or higher, a 2-digit comprehensive score of 6 or higher, Pass (P), Honors (H), High Pass (HP), or Satisfactory (S).

2. Satisfactory/Unsatisfactory

All Satisfactory/Unsatisfactory designated courses are included in the Pace and Qualitative standard calculation. All credits will be included in the number of credits attempted and only the courses for which a 'passing' grade, or equivalent, (e.g., satisfactory) will be included in the number of credits completed.

3. Remediation

Students who are remediating one or more courses will be notified that they are not meeting one or more SAP Standards. The students financial aid will be placed on hold until the remediation is successfully resolved and a 'pass' grade, or its equivalent, is reflected. If the student 'fails' their remediation and are allowed to remain in classes, they have the right to submit an appeal to the Office of Financial Aid if they experienced an extenuating circumstance. Students who are remediating a course will need to plan to pay their tuition and fees by the posted due date, as well as have a plan to pay for their living expenses, unless they have an approved FA SAP Appeal on file with the Office of Financial Aid.

4. Incompletes

Courses that are assigned an 'incomplete' grade or if a grade is missing, will be included in the number of credits attempted but not the number of credits earned. Until a grade is posted for the purposes of SAP, they will have the same impact as a "failure" until the grade is populated. This will have an impact on both Pace and the qualitative measure, causing the student to not be meeting the qualitative standard of measurement and will have an impact on a student's financial aid eligibility.

5. Withdrawals

Students are given a 'W' (withdrawal) when they officially withdraw from a course. The credits for a course for which a 'W' grade is assigned will not be included in the number of credits attempted or the number of credits earned when dropped on or before the add/drop period. Unless the courses were included in your enrollment level for which your aid was based. If a 'W' grade is assigned after the add/drop period the credits will be included in the number of credits attempted, but not the number of credits earned. This will have an impact on both the student's Pace and Qualitative measure.

6. Repeats

For purposes of financial aid, students may be permitted to retake courses in which the student received a failing grade or its equivalent. Each time a course is attempted, it is considered an attempt when calculating the Pace of completion and MTF measures, regardless of whether the course is subsequently repeated for a better grade.

Students are only allowed to receive financial aid for one repeat of a course. If a student repeats a course more than one time the student will be responsible for any charges associated with the repeated course.

7. Repeating an entire term or year

Students who are required to repeat a semester or academic year and who have extenuating, or unusual circumstances (documentation required) will need to submit an FA SAP Appeal to the Office of Financial Aid.

Students who failed a course(s) and are required to repeat either an entire year of coursework or partial curriculum of at least half-time or one semester (which may include successfully completed courses) and who have an approved FA SAP Appeal on file with the Office of Financial Aid, will be eligible for financial aid for the repeat of the required timeframe (e.g., academic year or semester). Funding will be provided only once for the repeat of the same course, academic year, or term.

8. Audited Courses

Audit courses are not included in a student's enrollment for the purpose of financial aid. Therefore, audits are not covered by financial aid and expenses associated with audited courses are the student's responsibility.

9. Transfer Credits

For purposes of financial aid, only transfer credit hours officially accepted for the student's program of study will be counted in the attempted and successfully completed credit hours toward the quantitative (Pace) and Maximum Time Frame (MTF).

C. SAP Evaluation and Notification

1. Frequency

Noorda-COM evaluates SAP annually at the end of the spring semester, which is the last semester of the academic year for most of our students. OMS I students who are attending the summer term will have their annual review at the end of the summer term.

Any program that is 1 year or less will have their SAP reviewed at the end of every term.

2. Evaluation

The Office of Financial Aid will perform an annual review of each student's progress to ensure that students are meeting each of the SAP standards. If it is determined that the student is not compliant with one or more of the standards, the student becomes ineligible to receive financial aid and will be placed on financial aid suspension. If a student has an extenuating or unusual circumstance the student has the right to appeal their financial aid suspension status. If the student has a remediation or academic plan through the Student Promotions Committee (SPC) and/or Student Advisory Committee (SAC), this will need to be included with the student's appeal.

3. SAP Statuses

- a) Financial Aid – Good SAP: Student is meeting all SAP Standards
- b) Financial Aid Suspension: Student is not meeting one or more of the SAP Standards
- c) Financial Aid Probation: Student has successfully appealed their SAP deficiencies and have been given a probation period of one (1) term to meet all SAP Standards
- d) Financial Aid Probation – Academic Plan: Student has successfully appealed their SAP deficiencies and have been given a probation period to meet all SAP Standards and has an approved Academic Plan on file

4. Notification

Students who are not meeting one or more SAP standards will be notified in writing of their Financial Aid Suspension status after all grades have been posted by their program. The notification will include an explanation of the Standards evaluated and which Standard(s) they are not meeting. Written notification will be sent electronically via their Noorda-COM email account and/or mail via the last known mailing address according to the Office of the Registrar's records. Students will also be able to see that they have an SAP issue needing to be resolved via their Campus Nexus student portal.

Students will also receive information about their right to appeal along with instructions on how to submit a written appeal and supporting documentation for review by the Student Advisory Committee.

D. Appeal Process

Students who are placed on Financial Aid (FA) Suspension have the right to make a written appeal to the Student Advisory Committee. Students who appeal must demonstrate all the following:

- That failure to meet the minimum standard(s) was caused by an extenuating or unusual circumstance beyond their control (corroborating documentation must be supplied).
- That they have resolved the issue(s) that caused the deficit; and
- That the issue(s) will not affect their performance in the future and have outlined a plan for academic success.

When students are notified of their SAP Status, they will be provided a Satisfactory Academic Progress (SAP) Appeal Form outlining the process and what types of documentation they will need to include with their SAP Appeal.

1. Appeal Review

Financial Aid SAP Appeals received will be reviewed by the Student Advisory Committee (SAC) during the committee's next meeting. The Director of Financial Aid will attend the SAC meeting in an ad hoc capacity when there is a FA SAP Appeal for review. All decisions are final. If a decision has not been made by the time tuition is due, it is the student's responsibility to contact the Office of Student Accounts to discuss their options.

The Student Advisory Committee (SAC) will notify the Director of Financial Aid of their decision. The Director of Financial Aid, or designee, will notify the student of the Student Advisory Committee's decision regarding their SAP Appeal. Appeal decisions include:

- a) Approved – The appeal has been approved because of the student resolving their SAP deficiency.
- b) Approved with conditions (probation) – The appeal has been approved with conditions; the student has been placed on probation and the conditions of their approval will be included in their notification.
- c) Incomplete – The appeal is incomplete and an explanation of why the appeal is incomplete will be included in the notification.

The notification will include a request for additional or missing documentation.

d) Denied – The appeal and supporting documentation has been reviewed and does not warrant a probation period.

The student can request a meeting with the Associate Dean for Student Affairs to discuss their appeal decision.

2. Appeal Monitoring

A student that has been approved for a probationary period will have their academic progress monitored. This usually will occur at the end of each semester once grades are final. This may cause a delay in the disbursement of the student's financial aid due to the timing of when grades are posted by the Office of the Registrar, the Office of Financial Aid review, and when the next semester begins. Students should inform the Office of Student Accounts of their SAP situation and discuss the payment options for their pending tuition and fees.

3. Limit of appeals

Students may not initiate an appeal using the same extenuating or unusual circumstance twice. Students are encouraged to use all resources available to them by Noorda-COM, their program, and Student Affairs throughout their probationary period to assist them with successfully meeting the requirements of their appeal.

4. Extenuating Circumstances

Students who have extenuating or unusual circumstances that contributed to their academic performance have the right to appeal and request a financial aid probation period. Common situations that may cause a student to fail to meet SAP Standards include but are not limited to unexpected illness; family difficulties, such as divorce or illness; interpersonal problems with friends, roommates, significant others; situations for which you had no valid choice other than to interrupt your education; and one-time emergency that impacted your ability to continue your education or affected your academic success for a short period.

5. Regaining Eligibility for Financial Aid through Self-Correction

Students who are ineligible due to not meeting one or more SAP Standards and who do not have an approved appeal on file with the

Office of Financial Aid, may regain eligibility by becoming compliant with all the SAP Standards while studying at their own expense. Students must request the Office of Financial Aid to review their SAP status once they have removed the deficiency(ies).

Definitions

Provided within policy

Responsibilities

Office of Financial Aid
Student Advisory Committee

Policy Violations

Violation of policy will result in Noorda-COM being non-compliant with the Satisfactory Academic Progress regulations outlined by the U.S. Department of Education. These are the regulations we must prepare for and implement once Noorda-COM is approved for a Title IV School ID (OPEID). Non-compliance will jeopardize our Title IV eligibility once we have been approved as a Title IV aid granting institution. The policy is being implemented in preparation for the Program Participation Agreement Application that will be submitted once Noorda-COM is ready to apply for Title IV participation.

Interpreting Authority

Office of Financial Aid

Statutory or Regulatory References

35 CFR 668.34 Satisfactory academic progress (Federal Regulation)
FSA Handbook Chapter 1, Pages 19 – 25 (Federal Guidance)

NASFAA Monograph 25 – Satisfactory Academic Progress (Guidance)

Relevant Links

Code of Federal Regulations (CFRs) – 35 CFR 668.34 Satisfactory Academic Progress
https://www.ecfr.gov/cgi-bin/text-idx?SID=439c242380f5637928427dd3cf5d34b9&mc=true&node=pt34.3.668&rqn=div5#se34.3.668_134

FSA Handbook Most Recent Version – Chapter 1: School-Determined Requirements
<https://fsapartners.ed.gov/sites/default/files/2021-03/2021FSAHbkVol1Ch1.pdf>

Policy Adoption Review and Approval

Motion to accept Policy.

Offered by: Maria E. Vazquez-Amaral, JD, M.Ed

Seconded by: Lynsey Drew, DO