



Oklahoma State University Center for Health Sciences
Office of Financial Aid
Satisfactory Academic Progress Standards
for
Financial Aid Eligibility

Federal regulations require that Oklahoma State University (OSU) establish, publish, and apply standards of Satisfactory Academic Progress (SAP) which students enrolled in the University's College of Osteopathic Medicine (OSUCOM) must meet. This document represents the satisfactory academic progress policy standards adopted by OSUCOM. This policy applies to all students receiving any type of financial aid whether from Federal, State, Institutional or private sources.

The academic requirements for the Doctor of Osteopathic Medicine (D.O.) degree include the satisfactory completion of the curriculum designated by the University. Academic progress requires both quantitative and qualitative measurement. Academic records will be reviewed at the end of each academic year to determine if the student is making satisfactory progress towards his or her degree. Any student who fails to maintain satisfactory academic progress as defined by this policy is ineligible to receive further financial aid, including student loans irrespective of source.

In this policy Oklahoma State University College of Osteopathic Medicine will use the standardized definition of Financial Aid Probation which is defined by the U.S. Department of Education as follows:

Financial Aid Probation is a "status assigned to a student who fails to make satisfactory academic progress and who has appealed and has had eligibility for aid reinstated." A student on Financial Aid Probation may receive financial aid for one additional payment period if their appeal is granted. At the end of their next period of enrollment they must either have attained satisfactory academic progress or they will be placed on Financial Aid Suspension and may not receive any further financial aid. This status is assigned to students who failed to remediate courses and are required to repeat an academic year and appealed financial aid reinstatement.

Time Frame for Completion (Quantitative Measures of Academic Progress)

The normal timeframe for completion of required coursework for the D.O. degree is four academic years. Students are expected to make progress towards their degree during each period of enrollment and must complete their degree within six years of matriculation. Students who do not complete their degree within six years of matriculation will be placed on Financial Aid Suspension and will be ineligible for further aid.

Leaves of Absence: A student in good academic standing may request a leave of absence (LOA) due to a medical or severe personal problem. If a student requests a LOA and is in good academic standing, the student will be considered to be making satisfactory academic progress for financial aid purposes and may receive financial aid when he or she returns.

Periods of approved Leaves of Absence will count toward the six year maximum period of attendance. A student may not receive financial assistance during a Leave of Absence.

Repeated Coursework: Once passed, a course may not be repeated unless required by OSUCOM. The re-take grade received in a course will count towards the student's GPA. However, all grades count toward financial aid standards of academic progress. Students who must repeat a year must still complete their degree within six years of matriculation.

Transfer Students: Students who are accepted for transfer from other medical schools will be evaluated with respect to levels of academic progress attained, and a determination will be made as to remaining

years required to complete their degree at OSUCOM. The student may not receive financial aid for more than 150% of this remaining time frame for graduation or six years.

Qualitative Measures of Academic Progress:

A student is required to satisfactorily complete all course requirements in the preceding academic year to progress to the next academic year. A student is required to complete all of the required courses in the curriculum with a grade of 70 or above. A student will not be considered to be making satisfactory academic progress if they receive a grade below 70 in any course unless he or she successfully remediates the course.

Grade performance as a measure of satisfactory academic progress for financial aid eligibility must be reviewed in the context of each course for which the student registers. The following standards for financial aid eligibility have been established:

1. At the completion of MS I: Earned grade of at least 70% or its equivalent in **each** of the required courses in MS I.
2. At the completion of MS II: Earned grade of at least 70% or its equivalent in **each** of the required courses in MS II.
3. At the completion of MS III: Earned grade of at least 70% or its equivalent in **each** of the required courses in MS III.
4. At the completion of MS IV: Satisfaction of all requirements for graduation.

Remediation: A student who successfully passes remediation course work and is allowed to continue their academic enrollment by the college, will be considered making satisfactory academic progress for financial aid. Any student who does not successfully remediate, will be required to repeat the entire academic year and will be placed on financial aid suspension unless an appeal is submitted and approved.

COMLEX Exams: Students who do not pass the COMLEX Level 1 and/or COMLEX Level 2 PE and/or CE Exams but who are allowed to remain on clinical rotations or are put into a required test review study plan are considered to be making satisfactory academic progress and may retain their financial aid awards.

Students who do not pass the COMLEX Level 1 and/or COMLEX Level 2 PE and/or CE Exams and are placed on a Leave of Absence are not eligible to receive financial aid during their leave but may regain eligibility if allowed to return to their clinical rotations.

Notification of Satisfactory Academic Progress

The Office of Financial Aid will review the academic progress and grades of each financial aid recipient at the end of each academic year, prior to the disbursement of financial aid for the subsequent term. The Office of Financial Aid will send a written notice to students who have not made satisfactory academic progress and are placed on Financial Aid Suspension.

All students placed on Financial Aid Suspension will not be eligible for further financial aid unless they file a successful appeal per U.S. Department of Education regulations.

Financial Aid Appeal Process

A student may submit a written appeal within ten (10) calendar days of the determination of his/her unsatisfactory academic progress. Appeals should be sent to the Office of Financial Aid and will be reviewed by the Financial Aid Appeals Committee within fifteen (15) calendar days of receipt of the appeal. The student will receive written notification of the committee's decision within ten (10) calendar days.

Appeals should be submitted to the Office of Financial Aid and must include:

1. A written statement documenting the reasons for the failure to meet the standards of academic progress for financial aid eligibility.
2. A written statement explaining what has changed in the student's situation that would allow the student to bring his/her academic progress up to the satisfactory standards.
3. A written academic plan from the student's advisor and/or Dean. The academic plan must ensure that the student is able to meet SAP standards by a specific point in time.

If the appeal is granted, the student may receive aid for one additional payment period. At the end of their next period of enrollment, the student must either have attained satisfactory academic progress or he/she will be placed on Financial Aid Suspension and may not receive any further financial aid.

Any exceptions to this policy will be made on an individual basis and in compliance with federal, state and local regulations governing financial aid.

Oklahoma State University, in compliance with Titles VI and VII of the Civil Rights Act of 1964, Executive Order 11246 as amended, Title IX of the Education Amendments of 1972 (Higher Education Act), Americans with Disabilities Act of 1990, and other federal laws and regulations, does not discriminate on the basis of race, color, national origin, sex, age, religion, handicap, or status as a veteran, in any of its policies, practices, or procedures. This provision includes, but is not limited to, admissions, employment, financial aid, and educational services.