

DEPARTMENT: Financial Aid - MSOM
POLICY NAME: Satisfactory Academic Progress (SAP) Policy
POLICY NUMBER: FA-004
OWNER: Financial Aid Office
EFFECTIVE DATE: 1/1/2025

SCOPE

All students enrolled at Meritus School of Osteopathic Medicine (MSOM)

PURPOSE

According to the United States Department of Education regulations (34CFR 668.16 and 668.34), all students receiving Title IV funds must meet and maintain a set of academic standards that demonstrate they are meeting satisfactory academic progress. Satisfactory academic progress (SAP) is measured in terms of qualitative (grade-based) and quantitative (time-based) standards and must be measured regardless of whether the student received financial aid for the terms and credits measured. Academic progress will be checked for all students annually after spring grades are posted. Students on SAP Probation or SAP Probation w/Academic Plan will be reviewed for compliance at the end of each term.

DEFINITIONS

Qualitative – numeric score that a student must have at each evaluation.

- Doctor of Osteopathic Medicine (DO) students must achieve a cumulative pass percentage of 70 or greater

Quantitative – pace percentage of credits attempted vs. credits earned.

- Doctor of Osteopathic Medicine (DO) students must maintain a 67% successful completion of attempted coursework.
 - Attempted but not completed include: incomplete, withdraw, failure and unsatisfactory

Appeal – process by which student not meeting SAP standards petitions the school for reconsideration of aid eligibility for Title IV funds.

Financial Aid Action Plan – a student failing SAP standards and successfully appeals. Aid reinstated for one payment period with Academic Action Plan.

Maximum Timeframe – allowable time for student to complete program requirements. Defined as 150% of the total credit hours of the published program. Additionally, Doctor of Osteopathic Medicine degree students must complete their degree requirements within 6 calendar years from the date of their initial matriculation.

POLICY

Title IV federal funds affected by this policy at MSOM include the Federal Direct Stafford Loan. Although not required by the federal government, all institutional funds are also governed by the SAP policy.

- A. At the end of each spring semester, SAP will be reviewed. Students who are not meeting one or more of the required standards will lose eligibility to all federal and institutional aid for the following year. The Office of Financial Aid will notify the student if the student has failed to meet the standards of SAP and has lost eligibility for financial aid in writing. If financial aid has already been awarded for the subsequent academic year, the offer of aid will be rescinded.
- B. Students are permitted to appeal the loss of aid based on either a death of a relative, a serious personal illness/injury or other extenuating circumstances.
 - a. Submit letter in writing to appeal committee detailing what caused poor academic performance, how the issue is now resolved and what will be done moving forward to ensure continued academic success.
 - b. Submit any third-party documents to substantiate claim of extenuating circumstance – example: obituary due to death in the family – within 10 days of notice of failure.
- C. Approved Appeal
 - a. Student will be notified within 7 days of committee decision and placed on Financial Aid Academic Action Plan for 1 term of enrollment.
 - i. Student must meet with academic advisor to create Academic Action Plan
 - b. At the end of that term, the student's academic record will be reviewed.
 - i. If the student is now meeting the terms of SAP, the student will regain eligibility for subsequent terms.
 - ii. If the student has still not met SAP standards but has met the criteria set forth in the Financial Aid Academic Plan, the student's probation will be renewed for an additional term and the student will receive aid.
 - iii. If the student has not fulfilled the terms of the Financial Aid Academic Plan, the student will lose eligibility for federal and institutional aid.
- D. Students can regain Title IV and Institutional Aid eligibility by completing credits and earning sufficient grades to become compliant with qualitative and quantitative standards above.

RELATED POLICIES

- A. Student Eligibility – Title IV Aid
- B. (Un)Official Withdraw
- C. Attendance Policy

REFERENCES

- A. Federal Student Aid Handbook, Volume 1