



Sam Houston State University

Member The Texas State University System
FINANCIAL AID AND SCHOLARSHIPS

Sam Houston State University Doctorate of Osteopathic Medicine Financial Aid Satisfactory Academic Progress (SAP) Policy

Satisfactory Academic Progress (SAP) is the term used to denote a student's successful completion of coursework toward a certificate or degree. Federal regulations require schools to monitor the academic progress of financial aid recipients and certify the applicant is making satisfactory progress toward earning their degree. This determination must be made at least once per year. The Financial Aid & Scholarships Office (FASO) has chosen to perform this evaluation annually, at the end of the spring term, utilizing the criteria as determined by the Student Promotions & Academic Progress Committee (SPAP).

Failure to meet the SAP standards for all terms enrolled may result in loss of financial aid eligibility. Once program requirements have been met for a student's degree, that student will lose eligibility for further funds, even if they choose to stay in school for additional semesters and not graduate.

The FASO's SAP Policy is used for Financial Aid purposes only and may differ from student's academic standing. The FASO SAP status will not be placed on a student's academic transcript.

Evaluation:

Osteopathic medical student academic progress is determined by the SPAP Committee, as the SHSU Doctorate of Osteopathic Medical program has extremely high and rigorous standards and follow specific board testing criteria. SHSU DO Program monitors successful academic progress throughout the year and officially reviews SAP annually at the end of each academic year, upon the conclusion of spring term.

Qualitative Measure (Academic):

Osteopathic medical students must meet the minimum criteria set by the College of Osteopathic Medicine. Official grades are posted in the Osteopathic Medical Students' MySam account at the end of each term and will be used to calculate a cumulative grade point average; Withdrawals (*W*) and incompletes (*I*) will not count towards GPA. The review and accompanying evaluation may include actual grades received, indications of Honors (*H*), Pass (*P*), Pass with Remediation (*PR*), and Fail (*F*), or another form of evaluation.

Quantitative Measure (Pace):

Osteopathic Medical Students must successfully advance each year to the next level of instruction, earning credit for and maintaining a 67% completion rate while enrolled full time in the Doctor of Osteopathic Medical program. Completion rate is calculated by dividing the cumulative number of hours successfully earned by the cumulative number of hours attempted; percentages are not rounded. Withdrawals (W), incompletes (I), repeated course work, and failing (F) grades are counted as attempted, but not completed. Grades of H, P, PR and passing grades are counted as completed.

Maximum Timeframe: Osteopathic medical students are eligible to receive financial assistance for a limited period of time while pursuing their degree. The maximum timeframe allowed to earn a DO degree is 150% of the established time frame to complete the program. The timeframe starts with the 1st term of enrollment after initial acceptance and all attempted hours are considered in this evaluation, including courses for which aid was not received. Periods of Leave of Absence (LOA) will be reviewed as noted in the Leave of Absence Policy. Students who have credit hours exceeding 150% of their minimum hours required are considered ineligible for aid based on excessive hours.

Comprehensive Osteopathic Medical Licensing Examination (COMLEX):

Osteopathic medical students must successfully complete the COMLEX testing requirements within the timeframe required by the SHSU Doctorate of Osteopathic Medical program's academic program. Failure to meet the required standards will result in the loss of financial aid eligibility.

SAP Appeal Process:

Osteopathic medical students may appeal the denial of Federal Title IV student financial aid if they fail to maintain SAP standards due to a mitigating circumstance (e.g., medical reasons, death in the family, etc.). Students appealing the SAP denial must submit an appeal form, a written personal statement, and supporting documentation, upon official notification of aid ineligibility. Required documents must be submitted no later than the twelfth class day of the term for which the student is seeking an appeal. Appeal Categories for Insufficient Institutional GPA and Completion Rate may include circumstances such as:

- Death of an immediate family member (Immediate family members are considered a parent, child, brother or sister)
- Illness or injury which caused an inability to attend or prepare for class for an extended period
- Extenuating circumstances beyond your control other than one of the above situations.

Appeals based solely on financial and/or emotional needs without sufficient explanation or documentation will not be accepted. Work is not considered a hardship, as financial aid is

viewed as a supplement to the student's income to help reduce the number of hours the average student would have to work in any given week. It is the responsibility of the student to successfully complete all classes enrolled.

To Submit an Appeal:

Appeal documents must be submitted to the Assistant Director of Financial Aid & Scholarships for the College of Osteopathic Medicine for review and must include the following:

- Appeal cover letter
- A detailed letter explaining what extenuating factor(s) caused him/her not to meet SAP requirements and what has changed that will allow him/her to meet SAP standards
- Supporting documentation

Incomplete appeal submissions are not accepted. Once an appeal is submitted, students receive a written response within five (5) working days of the appeal submission date. If an appeal hearing is desired, the student must contact the Assistant Director of Financial Aid & Scholarships for the College of Osteopathic Medicine and request an appeal hearing with the SPAP committee, where the student must provide additional documentation to support his or her appeal.

Appeal Approval:

If a student's appeal is approved, the student is placed on an "**Academic Plan**", designed to ensure the student meets minimum SAP requirements within a specified timeframe.

Academic Plan: An Academic Plan is a set of requirements given to the student from either the SPAP Committee or FASO and prescribes a series of measures by which the student will regain SAP status and meet minimum SAP requirements upon graduation. The Osteopathic Medical Student's Academic Plan will be established as part of the SPAP Committee's review and approval of their financial aid appeal. Students meeting the requirements of their Academic Plan are eligible for financial aid. Students who fail to meet their Academic Plan requirements are notified by the FASO of their ineligibility for financial aid and remain ineligible until they are back in compliance.

Appeal Denial:

If a student's appeal is denied, the student loses eligibility for financial aid and is required to provide their own financial assistance to continue their education. The decision of the appeal hearing committee is final.

*Any student who has been denied financial aid for failure to meet minimum SAP requirements must be prepared to pay registration costs regardless of any pending appeal status.