



University of the Incarnate Word
Office of Financial Assistance
School of Osteopathic Medicine
Satisfactory Academic Progress Appeal Form

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SAPSOM

This form is used for grants, scholarships, loans, work-study, and tuition waivers. Federal regulations require the Office of Financial Assistance to monitor academic progress towards earning a degree for students receiving financial aid and certain exemptions/waivers. For this reason, your satisfactory academic progress (SAP) for financial aid is evaluated to verify that you have met all SAP standards. If you fail to meet the SAP standards, you must complete this appeal form to be reconsidered for financial aid or waiver eligibility. Please be aware, this appeal is for financial assistance only and has no bearing on your academic standing.

Step 1: Review the enclosed Satisfactory Academic Progress Policy and [UIW School of Osteopathic Medicine Student Handbook](#) and your Student Progress Committee Letter to view the requirements to maintain academic progress and thus, financial aid eligibility

Step 2: Provide a copy of your UIW School of Osteopathic Medicine Student Progress Committee letter which details your academic requirements for the next year. These requirements will be monitored by the Office of Financial Assistance for continued aid eligibility.

Step 3: Attach a typed personal statement addressing the following sections and provide related supporting documentation:

- a) Provide details regarding the situation(s) that prevented you from maintaining Satisfactory Academic Progress during the last evaluation period. (Examples: extenuating medical/personal issues, dual major, Covid 19 related issues, etc.)
- b) How has your situation changed so that it will allow you to demonstrate Satisfactory Academic Progress during the next evaluation period? (Examples: attending tutoring, adjusted work schedule, reduction in course schedule, etc.)

It is assumed that you are dependent on financial aid. Please do not discuss your need for financial aid as this is not grounds for approval. You must demonstrate that you understand the SAP policy and academic requirements for aid.

Step 4: Acknowledgement and Signature

By signing below, I confirm:

- I have read and understand the enclosed Satisfactory Academic Progress policies.
- I understand that I must follow the academic requirements listed in my Student Progress Committee Letter.
- All statements written in conjunction with my appeal are true and complete to the best of my knowledge.
- I understand that submission of this appeal does not guarantee reinstatement of my financial aid eligibility.
- I understand that if I fail to meet the SAP and/or SOM Student Handbook Guidelines for Evaluation and Promotion that I may lose my eligibility for financial aid.

Student Signature: _____ **Date:** _____

SAP Policy: School of Osteopathic Medicine

Satisfactory Academic Progress (SAP) is the term used to denote a learner'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 Office of Financial Assistance (OFA) will perform this evaluation annually, at the end of the spring term, utilizing the academic standards established by the UIWSOM Doctor of Osteopathic Medicine Student Handbook in connection with OFA policies and procedures.

Failure to meet the SAP standards for all terms enrolled may result in loss of financial aid eligibility. These standards are cumulative so this includes all periods of the learner's enrollment, which may include times when the learner did not receive federal aid. The academic standards set forth by SOM may vary from the financial aid policy for academic progress.

Qualitative Standard: Academic Standards (GPA)

Learners must meet the minimum criteria set by the School of Osteopathic Medicine which is established for all learners regardless of financial aid eligibility. The criteria set forth will meet the minimum Title IV academic policy requirements. According to the UIWSOM Doctor of Osteopathic Medicine Student Handbook, learners must achieve the minimum grade in all required courses, electives, and clerkships to show progress. UIWSOM does not measure academic progress with grade point average, but instead with the following grading system:

Grade	Letter	Description
Honors	<i>H</i>	Only awarded during Phase II
Pass	<i>P</i>	Successfully meets all requirements of a unit, clerkship, rotation, elective, selective
Pass with Remediation	<i>PR</i>	After remediation, successfully meets all requirements of a unit or clerkship/rotation
Subject to Remediation*	<i>SR</i>	Did not meet standards in a unit/clerkship/rotation AND requires remediation
In Progress**	<i>IP</i>	Did not meet standards in a unit/clerkship and is scheduled to reassess (not remediation)
Withdrawal	<i>W</i>	Administratively withdrawn or self-withdraws <i>after</i> a unit begins and <i>before</i> assessment week
Fail	<i>F</i>	Did not meet standards in a unit/clerkship or fails to follow the process to withdraw
No Grade*	<i>NG</i>	Dismissed <i>before</i> the <i>initial</i> assessment

Grades of F and SR indicate the learner's UIWSOM academic standing is unsatisfactory. More than one (1) grade of IP assigned in a single academic year due to a need for reassessment of a unit or clerkship in which academic standards were not met, indicates the learner's UIWSOM academic standing is unsatisfactory. Repeating a Unit, Clerkship, or Academic Year due to academic standards not being met indicates the learner's UIWSOM academic standing is unsatisfactory. A learner's academic progress for financial aid purposes will be reviewed in accordance with the academic standards in the UIWSOM Doctor of Osteopathic Medicine Student Handbook. If a learner has not achieved satisfactory academic progress, OFA will be notified. Any learner required to remediate or repeat coursework will be reviewed by OFA.

Quantitative Standard: Completion Rate

Learners must have academic standing consistent with SOM's curriculum and graduation requirements to maintain continued financial aid assistance. To meet graduation requirements, learners must successfully complete and pass all the curricular and clinical requirements. (See [UIWSOM Doctor of Osteopathic Medicine Student Handbook](#)).

Academic progress requires that learners attempt and complete 100% of the curricular courses from Phase 1 (Years 1 and 2) prior to starting Phase 2 (Years 3 and 4). Courses attempted and completed will be evaluated during the OFA's annual review to determine the learner's required course completion for progression to the next year.

Med Year 1	After three semesters	Completion of Units 1-5 of the Med Year – 1 curriculum. This corresponds to 83.12 hours* of required courses.
Med Year 2	After six semesters	Completion of Units 6-10 of the Med Year – 2 curriculum, which corresponds to 63.736 hours* of required courses, in addition to the first requirement (above).
Med Year 3	After nine semesters	Completion of 51 weeks of required clerkships, which corresponds to 54 hours*, in addition to the two requirements set out above. Since Med Years 3 and 4 are considered as a clinical continuum some latitude is permitted.
Med Year 4	After eleven semesters	Completion of 39 weeks of required clerkships and a Readiness for Residency Unit, which corresponds to 41 hours.

Maximum Time Frame

A learner may require additional time to complete the curriculum (beyond 4 years) due to academic, administrative, or personal matters. The maximum time frame for financial aid eligibility is 6 years (150% of the 4-year program). The 6-year financial aid limit includes any semester or summer period the learner was enrolled, regardless of whether the learner received financial aid during that time.

Leaves of Absence

A learner may be approved a leave of absence for a variety of reasons and is not eligible for financial aid during such a leave. The period of an approved leave of absence will be excluded from the 6-year maximum time frame. However, if a learner attempted a course or rotation after the first day of the semester, the semester would count as a period of enrollment for financial aid purposes.

Repeat of Entire Year Coursework

When a learner fails a course(s), the UIWSOM Student Progress Committee may require that the learner to repeat the entire year of coursework, which would include successfully completed courses. Under current federal financial aid guidelines, learners may be eligible for aid for previously passed courses. The learner must have an approved Satisfactory Academic Progress Appeal prior to receiving funding.

Appeal Process

Learners not meeting financial aid SAP requirements (qualitative, quantitative, and/or maximum timeframe) will be notified by OFA. Learners may appeal to OFA for consideration in the reinstatement of aid. The appeal must state the reasons for failing to meet SAP requirements, such as the death of a relative, an injury or illness of the learner, or other special circumstances).

Financial Aid Probation

Learners will be placed on Financial Aid Probation if they have appealed for reinstatement of federal financial aid funding and have had the appeal approved. They must then follow the academic plan set forth by the UIWSOM Student Progress Committee and applicable sub-committees. Learners must show improvement in coursework and progression in their program to continue receiving federal financial aid. Progress will be based upon the terms outlined by the UIWSOM Doctor of Osteopathic Medicine Student Handbook and reviewed by OFA upon the conclusion of each semester.