

**POLICY: Satisfactory Academic Progress for Financial Aid Eligibility**

INITIAL EFFECTIVE DATE:	LAST REVISION DATE:	RESPONSIBLE DIVISION/ DEPARTMENT/COMMITTEE
March 14, 2025	March 14, 2025	Curriculum Committee Office of Student Affairs

**POLICY STATEMENT**

The Office of Financial Assistance (OFA) is required by federal regulations to monitor the academic progress of federal financial aid recipients. Federal financial aid recipients must comply with the Satisfactory Academic Progress (SAP) Policy as a condition of initial or continued financial aid eligibility. SAP standards are reviewed by the HWCOM OFA annually at the end of each academic year. All prior academic progress is evaluated to determine eligibility for financial aid even if a student has not previously received financial aid.

**HWCOM Standards for Satisfactory Academic Progress**

HWCOM has established the following criteria for determining if a student is making adequate progress towards the MD degree and is therefore eligible to receive federal financial aid:

- **Maximum Time Frame Standard** – For the purposes of financial aid, a medical student cannot exceed 160% of the published length of the medical degree program based on total credit hours. Based on the current medical degree program, this is 303 total credit hours, including attempted and earned credits. This timeframe cannot be appealed.
- **Quantitative Measure of Progress Standard** - A medical student must progress through the medical degree program to ensure that they will graduate within the maximum time frame. The pace at which a student is progressing is measured by dividing the total number of credit hours the student has successfully completed by the total number of credit hours attempted including courses that a student failed, withdrew from, and/or repeated. Incompletes do not affect pace calculations. A student not meeting a completion rate of 63% or higher, as calculated at the end of each academic year, must submit a SAP appeal to the HWCOM Office of Financial Assistance to maintain financial aid eligibility.
- **Qualitative Measure of Progress Standard** - A medical student is expected to successfully complete each academic year and be promoted to the next level of medical education. A student placed on academic probation who is repeating an academic year must submit a SAP appeal to the HWCOM Office of Financial Assistance in order to maintain financial aid eligibility.

#### Reestablishing Aid Eligibility

A student may receive Title IV and other financial aid during the financial aid probationary period. If at the annual evaluation, the student has successfully met SAP, the financial aid probationary status ends, and the student may continue to receive Title IV and other financial aid in good standing. If at the end of the financial aid probationary period the student does not meet SAP, eligibility is changed from approved appeal to denied aid eligibility. Students in the status of denied aid eligibility are not allowed to receive financial aid moving forward until the standards of the SAP policy are successfully met.

#### **SCOPE**

This policy applies to all medical students.

#### **REASON FOR POLICY**

This policy is to ensure financial aid recipients comply with the Satisfactory Academic Progress (SAP) Policy as a condition of initial or continued eligibility.

#### **DEFINITIONS**

<b>TERM</b>	<b>DEFINITIONS</b>
Financial aid probation	Financial aid probation is the status a school assigns to a student who is failing to make SAP and who successfully appeals. Eligibility for aid may be reinstated for one payment period.

#### **RESPONSIBLE PARTIES**

Associate Dean for Student Affairs  
Associate Director of Financial Assistance

#### **RELATED RESOURCES**

Procedure, Satisfactory Academic Progress for Financial Aid Eligibility

#### **CONTACTS**

Questions about this policy should be directed towards the Associate Director of Financial Assistance, Office of Student Affairs.

**POLICY HISTORY**

**Initial Effective Date:** March 14, 2025

**Review Dates** (*review performed, no updates*): N/A

**Revision Dates** (*updates made to document*): March 14, 2025

**PROCEDURE: Satisfactory Academic Progress for Financial Aid Eligibility**

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**PROCEDURE STATEMENT**

A student who fails to meet SAP policy standards and remains a HWCOM student must submit an SAP Appeal form to the HWCOM Office of Financial Assistance (OFA) along with a personal statement that explains any mitigating situations, why the student failed to make SAP, and what has changed that will allow the student to make SAP at the next evaluation. Supporting documentation may be submitted along with appeals to HWCOM OFA. Students with approved appeals are placed on a financial aid probationary status, which allows for financial aid award packaging and disbursement. Denied appeals will lose all aid eligibility.