



**OKLAHOMA
CITY**

OKLAHOMA STATE UNIVERSITY-OKLAHOMA CITY

SATISFACTORY ACADEMIC PROGRESS POLICY (SAPP)

Overview:

In accordance with the U.S. Department of Education (CFR 668.32 & 668.34), Oklahoma State University – Oklahoma City (OSU-OKC) is required to establish minimum academic standards that students must meet to determine satisfactory academic progress (SAP) for financial aid eligibility purposes. These standards apply to federal, state, and institutional scholarships & waivers. OSU-OKC must notify students of this policy and monitor the progress of all students receiving financial aid to ensure their continued compliance. Students are expected to read, understand, and adhere to this policy.

If you require clarification of this policy, you should contact the Office of Financial Aid and Scholarships in the Student Center on the OSU-OKC campus or by phone at (405) 945-8646.

SAP Eligibility Requirements:

To receive financial aid, you must be enrolled in an eligible degree-seeking program at OSU-OKC, and you must be in compliance with this SAPP. The evaluation of your academic progress will occur at the end of each semester and includes three measures: your cumulative grade point average, your completion rate of all courses attempted during each semester, and the maximum time frame for program completion.

Students receiving any type of federal, state, or institutional financial assistance at OSU-OKC must meet the following criterion to continue to receive financial aid:

1. Maintain a minimum cumulative grade point average of
 - a 1.7 on a 4.0 scale for 0 – 30 attempted hours, OR
 - b 2.0 on a 4.0 scale for greater than 30 hours attempted; and
2. Complete at least sixty-seven (67) percent of all credit hours attempted; and
3. Complete an eligible academic program within the maximum credit hours attempted of one and one-half times (1.5) the number of credit hours required for the program.

Financial Aid Status Categories:

1. **Good standing:** The student is enrolled in an eligible program, is in compliance with satisfactory academic progress, and is eligible to receive financial aid.
2. **Financial Aid Warning** - This is the status assigned when satisfactory academic progress is not maintained. This status is limited to one semester (fall, spring, or summer) and the student's future financial aid eligibility is dependent upon academic performance during the warning semester. Students who have been placed on Financial Aid Warning may be removed from the status and restored to good standing by meeting the completion rate and/or college grade point average requirements by the end of the Financial Aid Warning semester. Students may still receive financial aid during a warning; however, if the student fails to meet requirements at the end of their warning semester, the student will be placed on financial aid suspension.
3. **Financial Aid Suspension** – This is the status assigned to students who have failed to meet the academic progress requirements at the end of the warning semester or have exceeded the maximum credit hours attempted for their degree. Students are allowed to submit an appeal form to appeal this decision. The decision will either be denied (will not qualify for financial aid in future terms until SAP is met) or required to adhere to an academic plan as determined by the appeals committee.

4. Financial Aid Academic Plan – This is the status assigned to students who were on financial aid suspension, appealed and received an appeal approval. Students in this category must follow an individually designed Academic Plan, developed to ensure the students achievement of satisfactory academic progress over an assigned period of time. Students are eligible for financial aid as long as the conditions of their Academic Plan are met.

A student placed on financial aid warning or suspension will be notified via the institutional email assigned to them. It is the student's responsibility **to check their institutional email regularly.**

Financial Aid Appeals Process -

A student who is suspended from financial aid eligibility may appeal their suspension. A student is required to complete a Financial Aid Suspension Appeal form. Students appealing will need to specify what circumstances prevented them from meeting Satisfactory Academic Progress and detail their plan for future academic success. Students may be removed from financial aid suspension for extenuating circumstances such as illness or death in the immediate family, loss of job, divorce, etc., if: **1)** the circumstance became known after the semester in question began and **2)** acceptable written documentation is provided by the student stating the reason(s) the student could not successfully complete the semester.

Students will be notified via their institutional email of the Suspension Appeal Committee's decision.

If you are appealing your maximum time frame, a Maximum Time Frame Form (MXHR) is also required.

Reestablishing Eligibility Without Submitting an Appeal

If you choose not to submit an appeal, should you reach the standards of academic progress per the policy requirements, (2.0 GPA for all programs with a 67 percent completion rate) you will be reinstated the next time academic progress is checked.

Guidelines

Academic Progress Evaluation: Academic progress is evaluated at the end of each semester on every student, regardless of whether the student is using any type of financial aid. The evaluation will review all credit hours that the student has attempted.

Successful completion of a course	A, B, C, D, S or P
Unsuccessful completion of a course	F, W, I, U, NP, AW, AU or any other designation that is not considered successfully completing a course.

Courses taken on an audit basis are not counted as hours enrolled for payment purposes and are not evaluated for assessing academic progress unless those courses were changed to audit from regular credit classes. Courses classified as Intensive English (IE) or English as a Second Language (ESL) are not counted as hours enrolled and, therefore, are not evaluated for assessing academic progress.

Cumulative Grade Point Average (CGPA)

The CGPA is calculated on the total number of credit hours the student has attempted at OSU-OKC and any other institutions of higher education.

Completion Rate of Courses Taken (PACE): A student must successfully complete a minimum of 67 percent of the credit hours attempted at all institutions (previous and OSU-OKC).

The formula for determining the sixty-seven percent completion rate is:

Total number of credit hours successfully completed
Total number of credit hours attempted

Time-frame for Academic Completion:

A student's maximum eligibility time frame will be evaluated using the following guidelines:

1. The average number of credit hours for Associate Degree programs (AS/AAS) at OSU-OKC is 64 hours. A student will be eligible to attempt 1.5 times more than the minimum number of credit hours required to complete a degree or certificate program. For associate degree programs, the maximum number of hours a student may receive financial aid consideration, without suspension, is set at 126 attempted hours **which includes an allowance of 30 hours for students needing to complete remedial coursework**. For certificate programs of one or more years in length, the maximum will be 36-51 credit hours, depending on the certificate program length. Students admitted to a bachelor's program will receive funding consideration for a maximum of 186 credit hours.
2. All transfer credit hours equivalent to OSU-OKC courses that may be counted towards a degree or certificate program plus all credit hours attempted at OSU-OKC will initially determine a student's total credit hours attempted.
3. Continuing and transfer students who have not completed the degree or certificate program requirements when the maximum number of college credit hours is reached will be placed on Financial Aid Suspension and will need to appeal the suspension by submitting their written appeal, a Credit Hour Extension Form certified by their Academic Advisor, and an updated degree check. Students must have acceptable and documented reasons for not completing the program in the designated credit hour limit. Students can be approved for continued eligibility for the current academic year and/or subsequent semesters, for the number of credit hours **required** to complete the current degree program. Evaluation will occur each semester to ensure progress toward the current degree program goal.
4. A student must be aware that changing programs could affect the timeframe in which they meet their maximum timeframe for completing their program.

Eligibility of Transferring Students

Transfer students must submit all academic transcripts from previous schools to the Admissions Office and/or Registrar's office. Once received, the OSU-OKC Registrar will articulate your transfer history. Student's grade level will be determined by the Registrar's office.

Retakes, Withdrawals and Incomplete Grades:

- **Repeated Coursework:** A student may repeat a previously passed course one (1) time and count it in the enrollment status for financial aid. A student may repeat any failed course until it is passed, and it count toward financial aid enrollment status. (Remember, however, that the hours for these courses will always be included in your completion rate {PACE} calculation.)
- **Withdrawals:** Grades of "W", "AU" and "AW" are not considered as a completion of those courses. These credit hours will count toward the maximum attempted credit hours allowed for financial aid purposes. Grades of (AW) due to never attending may result in repayment of Title IV eligibility.
- **Incomplete Grades:** Are treated as a non-completion of the course. Should the "I" grade be changed to a grade considered successful completion of a course, the student should notify the Office of Financial Aid & Scholarships to see if it will affect their Satisfactory Academic Progress status. A student is not eligible for further funding on a course where an "I" grade remains on the record.

Developmental Studies Courses

Students enrolled in remedial (pre-collegiate) zero-level courses will be given grades for satisfactory or unsatisfactory completion. These grades are not figured into a student's CGPA but included in the attempted hours and calculation of a student's completion rate each semester or academic year. Enrollments solely in developmental courses will not result in a CGPA evaluation, which may result in a Financial Aid Warning or Suspension. Students may receive financial aid for a maximum of thirty (30) zero level credit hours.

Academic Forgiveness/Reprieve/Renewal

OSU-OKC students can apply to have attempted and grades earned in previous semesters excluded from the calculation of the student's grade point average; however, Federal Student Aid program regulations make no provision for the concept of academic forgiveness, academic reprieve, or academic renewal. Therefore, the Financial Aid Office must always include courses applicable to student majors (whenever taken) in evaluating satisfactory academic progress.

Return of Title IV Aid

Title IV funds are awarded to you to attend an entire payment period, and the funds are intended to cover your educational and living expenses for the entire period. The federal government has set guidelines concerning students who completely withdraw from school. Any student making a complete withdrawal, stops attending their courses or fails to receive passing grades in courses for the semester and received a Federal Pell Grant, Supplemental Education Opportunity Grant (SEOG), Federal Direct Loan or a Parent PLUS loan could be required to pay back funds.

Refunds to financial aid recipients who withdraw from school or drop a course during the refund period must be returned to the appropriate financial aid accounts. Students may also be required to repay a portion of the financial aid received. Refunds will be made to financial aid accounts in the following order:

1. Unsubsidized Federal Stafford Loans
2. Subsidized Federal Stafford Loan
3. Federal PLUS Loan
4. Federal Pell Grant
5. Federal SEOG Grant
6. Other FSA Programs
7. Other Federal, State, Private or Institutional aid programs
8. The Student

For more information about Financial Aid & Scholarships, contact:

Office of Financial Aid and Scholarships

Student Center, First Floor

(405) 945-8646 or (405) 945-8681

Email: okc.finaid@okstate.edu

Web: <https://osuokc.edu/cost-aid/scholarships-aid/index.html>