

# Satisfactory Academic Progress

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**Approved by:** Director of Financial Aid

**Policy Owner:** Office of Financial Aid

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Satisfactory Academic Progress (SAP) is defined as proceeding toward successful completion of degree requirements. The OPSU Office of Scholarships and Financial Aid is required by federal regulations to determine whether a student is progressing toward the degree requirements. The official record of the OPSU Registrar is reviewed to determine student compliance with this Policy.

To ensure all potential applicants for federal and state student aid know their eligibility status, all students will be assessed at the end of each semester, regardless of whether they are applying for federal financial aid via the Free Application for Federal Student Aid (FAFSA) at the time of the SAP evaluation.

This policy pertains only to eligibility for federal and state assistance, as well as Oklahoma's Promise. A recipient of an OPSU cash or tuition scholarship/tuition waiver, or athletic grant-in-aid must meet the eligibility requirements of the respective program.

This policy is in accordance with Federal Regulations (HEA Sec. 484(c), 34 CFR 668.16(e), 34 CFR 668.32(f), 34 CFR 668.34).

## Satisfactory Academic Progress Requirements

Both qualitative and quantitative standards for satisfactory progress shall be applied uniformly to each student whether or not the student has previously participated in the Title IV aid programs.

Graduation/Retention grade point average and hours attempted shall determine student eligibility to participate in the Title IV programs. In order to satisfy both qualitative and quantitative requirements, all students must fulfill minimum standards as follows.

### **Grade Point Average: (Graduation/Retention)**

00-30 hours attempted minimum CGPA 1.7

31 or more hours attempted minimum CGPA 2.0

### **Completion Rate**

Students must complete 67% of all hours attempted.

## Courses/Grades Used in Determining Satisfactory Academic Progress

All coursework attempted, including any repeated, reprieved or remedial courses or withdrawals recorded on the OPSU Transcript at the time of the progress check are considered when determining if the student has exceeded the maximum number of hours for degree completion and has completed 67% of the total cumulative hours attempted.

For financial aid purposes, grades of “F” (Fail), “W” (Withdrawal), “AU” (Audit), “AW” (Administrative Withdrawal), “I” (Incomplete), “NP” (No Pass), and “U” (Unsatisfactory) shall be considered hours attempted. However, these grades are not considered hours satisfactorily completed.

A student may repeat a course any number of times. A maximum of four repeated courses, but not to exceed 18 semester hours in which the grade of “F” was received, may be excluded from retention/graduation GPA calculations. In this case, only the second grade received in the course is used in the calculation of the grade point average of that student for graduation/retention GPA. The student must request this action, either verbally or in writing, through the office of the Registrar. Repeated courses are in addition to the academic reprieve policy. If a student repeats an individual course more than once, all grades earned, with the exception of those exempted, are used to calculate the retention/graduation GPA.

Transfer coursework must be reflected on the OPSU Transcript to be considered for purposes of financial aid eligibility. Hours of “F” repeated may do so with the original grades and repeat averaged.

## Failure to Maintain Satisfactory Academic Progress

All students participating in the Title IV programs will be evaluated at the end of each semester, including summer, to determine if satisfactory academic progress is being maintained.

If at the end of the first semester of attendance a student fails to meet minimum acceptable standards, as listed above, s(he) will be placed on financial aid warning for the next semester of enrollment at OPSU. A student may receive financial aid during the semester on financial aid warning, but must meet the overall minimum requirements at the end of the financial aid warning semester to continue to be eligible.

A student who does not meet the GPA and pace (67%) requirement at the end of the financial aid warning semester will become ineligible to receive federal and state assistance, as well as Oklahoma's Promise.

## Financial Aid Ineligibility

If at the end of the warning semester, the student fails to meet minimum criteria, s(he) will be required to meet with the financial aid appeal committee.

The appeal must be in writing and addressed to the Director of Financial Aid explaining in detail the extenuating circumstances. The letter must include a copy of the student's degree plan as set up by his/her advisor. This documentation must be received by the Office of Financial Aid no later than 7 days prior to the first day of classes of the next semester. Supporting documentation may be submitted with the letter (doctor's statement, hospital bill, letter from parents' advisors or instructors in support of the appeal, attendance reports, etc.).

Students will be given a day and time to attend a meeting of the Financial Aid Committee. Attendance at the appeal meeting is recommended and the appeal will be decided based on the information presented in the appeal letter. The student will be notified, in writing, of the Financial Aid Committee's decision.

## Financial Aid Probation

Students whose appeals are approved will be placed on financial aid probation and, the student must follow the degree plan each semester until eligibility is reestablished. Failure to follow the degree plan or meet minimum criteria will result in suspension of financial aid.

A student may re-establish eligibility to participate in the Title IV programs by completing sufficient hours to meet both qualitative and quantitative standards as listed above.

Students enrolled in a two (2) year program may ATTEMPT 90 semester hours to complete the program.

Students enrolled in a four (4) year degree program may ATTEMPT 180 semester hours to complete the program.

Students who have changed majors or who are attempting to complete two majors or degrees must be careful not to pass the 180 attempted hour limit.

Students reaching the maximum attempted hours in their programs of study without completing the program will be suspended from participation in the Title IV programs. These students must appeal to the Financial Aid Committee by submitting a letter explaining the need for additional hours (change of major, pursuit of a second degree, etc.) and a graduation evaluation signed by the Registrar. Students receiving additional financial aid will be monitored each semester.

The student will be held responsible for knowing his/her eligibility status at the end of each semester.

\*Satisfactory Academic Progress probation is separate from ACADEMIC probation.\*