



**OKLAHOMA  
CITY**

## **OKLAHOMA STATE UNIVERSITY-OKLAHOMA CITY**

### **SATISFACTORY ACADEMIC PROGRESS POLICY**

Per the U.S. Department of Education regulations governing Title IV (federal student aid) and state financial aid programs, students receiving financial aid must comply with the Oklahoma State University-Oklahoma City Financial Aid Satisfactory Academic Progress Policy (SAPP). Federal regulations require this policy to be applied to each financial aid recipient in determining satisfactory academic progress for financial aid eligibility purposes. Students are expected to read, understand and adhere to this policy.

To receive financial aid you must be enrolled in an eligible degree program at OSU-Oklahoma City, and you must comply with this SAPP. An academic year includes the fall and spring semesters, with the summer session following as a trailer. The evaluation of your academic progress will occur at the end of each semester and includes three things: 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 types of federal or state financial assistance at OSU-Oklahoma City must:

1. Maintain a minimum **cumulative** grade point average of 1.7 on a 4.0 scale for 0 – 30 attempted hours **OR** 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**

1. **Good Standing**
2. **Financial Aid Warning**
3. **Financial Aid Probation**
4. **Financial Aid Suspension**
5. **Financial Aid Academic Plan**

#### **Financial Aid Status Defined:**

1. **Good standing** – you are enrolled in an eligible program, in compliance with SAPP, and receiving aid.
2. **Financial Aid Warning** – is the status assigned when satisfactory academic progress (*see Guidelines*) is not maintained. This status is for one semester only. Students on Financial Aid Warning may be removed from that status and return to good standing by meeting the completion rate and CGPA requirements outlined in the Satisfactory Academic Progress Policy by the end of the Financial Aid Warning term. Eligibility of and payment of funds will continue throughout a warning period.
3. **Financial Aid Suspension** – is the status assigned to students who were previously on “Financial Aid Warning” and failed to meet the Satisfactory Academic Progress Policy (SAPP).
4. **Financial Aid Probation** – is the status assigned to students who were on “Financial Aid Suspension”, appealed and have received an appeal approval. The status of Probation is given for the next period of enrollment for one final opportunity to demonstrate satisfactory academic progress. Financial aid is reinstated on probationary status for one payment period only, after the appeal is approved. The student will receive an approval letter along with a list of conditions that must be performed for reinstatement of financial aid for the upcoming semester.

Students are placed on financial aid probation only once during their academic career at OSU-Oklahoma City. The student must comply with the completion and grade point average requirements by the end of the semester. After grades for the semester are posted to the student transcript, the financial aid office will review the academic performance of the student to determine if the SAPP requirements are met. If the student meets SAPP requirements at the completion of the semester, financial aid is continued for future terms. If the student cannot mathematically achieve SAPP standards in one payment period, an academic plan will be required.

5. **Financial Aid Academic Plan** – is the status assigned to students who were on “Financial Aid Suspension”, appealed and have received an appeal approval; however, the student cannot achieve SAPP standards within one payment period. Students in this category must follow an individually designed Academic Plan, developed to ensure achievement of SAPP standards over an assigned period of time. Students remain eligible for aid as long as the conditions of the Academic Plan are met.

#### **Financial Aid Appeals Process -**

Students suspended from receipt of federal and/or state aid may appeal their suspension. The suspended student can download a Petition for Reinstatement of Assistance Form from the Financial Aid and Scholarship website: [www.osuokc.edu/financialaid/forms.aspx](http://www.osuokc.edu/financialaid/forms.aspx). Students appealing will need to specify why they are appealing and detail their plan for future academic success. Students who receive a favorable appeal decision may either be placed on Financial Aid Probation, for one semester, or on an Academic Plan designed for completion rate and/or CGPA improvements, until the standards of the Satisfactory Academic Progress Policy are met. Students appealing will be notified by mail of the decision rendered by the Financial Aid Appeals Committee.

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.

#### **Removal from Financial Aid Suspension without Appealing**

To re-establish financial aid eligibility without completing the appeal process noted above, students must meet all the criteria listed in the Financial Aid Satisfactory Academic Progress Policy. A student on financial aid suspension can reestablish eligibility by meeting the standards of the Satisfactory Academic Progress Policy’s CGPA and Completion Rate without federal and/or state financial aid assistance. **Once you have regained compliance, you must request reinstatement in writing.**

#### **Guidelines**

##### **Academic Progress Evaluation**

A comprehensive academic progress evaluation will be conducted at the end of each semester on every student receiving financial aid. The evaluation will review all credit hours in which a student enrolled for the semester.

Successful completion of a course is defined as a grade of *A, B, C, D, S or P*. *Unsuccessful completion of a course is defined as a grade of F, W, I, U, AU, AW, or any other grade that is given to a student for not successfully completing the 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**

The minimum cumulative grad/retention grade point average that a student must achieve for attendance of 0 – 30 hours is 1.70 on a 4.0 scale. The minimum cumulative grad/retention grade point average (CGPA) that a student must maintain after 30 credit hours is 2.0 on a 4.0 scale. The CGPA is calculated on the total number of credit hours the student has attempted at OSU-Oklahoma City and any other institutions of higher education. A student’s CGPA will be checked at the end of each semester. Students not maintaining the required CGPA may either be placed on financial aid warning, probation, or on an academic plan designed for raising the cumulative grade point average, until the CGPA meets the standards of the Satisfactory Academic Progress Policy.

##### **Completion Rate of Courses Taken (PACE)**

A student must successfully complete a minimum of sixty-seven (67) percent of the credit hours attempted. The formula for determining the sixty-seven percent completion rate is:

$$\frac{\text{Total number of credit hours successfully completed}}{\text{Total number of credit hours attempted}}$$

Students completing less than sixty-seven percent (67%) of the credit hours attempted may either be placed on financial aid warning, probation, or on an academic plan designed for completion rate improvement, until the completion rate meets the standards of the Satisfactory Academic Progress Policy.

### **Time-frame for Academic Program Completion**

According to federal regulations, students will be eligible for financial aid as long as they meet the minimum requirements contained in OSU-Oklahoma City's Financial Aid Satisfactory Academic Progress Policy.

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 at OSU-Oklahoma City 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 the bachelors program will receive funding consideration for a maximum of 186 credit hours.
2. All transfer credit hours equivalent to OSU-Oklahoma City courses that may be counted towards a degree or certificate program plus all credit hours attempted at OSU-Oklahoma City 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 Division, 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. Financial aid consideration, for certificate and associate degrees, will be granted for a maximum of two degrees, for each program, regardless of where the degrees were obtained.

### **Meeting or Exceeding the Maximum Credit Hours Attempted**

If students exceed the maximum number of credit hours allowed for completion of their declared degree or certificate program according to financial aid regulations, eligibility will end immediately. If there are extenuating circumstances that prevented acceptable progress, students may request an extension of eligibility by completing the Petition for Financial Aid Reinstatement. All petitions should be received no later than the first day of class the semester the suspension takes effect.

### **Retakes, Withdrawals and Incomplete Grades**

Repeated coursework – students may receive financial aid consideration to repeat a previously passed course once. Students may repeat failed courses until they are passed.

An Incomplete grade (I) that remains on the record at the time academic progress is checked will be treated as a non-completion but the attempted credit hours will be counted. Upon completion of the course, the grade and course will be given due credit in future considerations. A student cannot receive any further funding for any course for which an "I" grade remains on record.

Grades of Withdraw (W), Audit (AU) and Administrative Withdraw (AW) will be considered as a non-completion of those credit hours attempted. 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.

### **Eligibility of Transferring Students**

Transfer students must submit all academic transcripts from previous schools to the Admissions Office. Once received, Registrar Services will articulate your transfer history. Until transfer credit hours are evaluated and accepted by the Office Admissions and Registrar Services, the student's grade level (freshman or sophomore) and cumulative GPA are based solely on hours earned at OSU-Oklahoma City only. The total credit hours attempted for determining financial aid status will be determined by the total number of hours that will apply toward a degree or certificate (both transfer and OSU-Oklahoma City). Your continued eligibility for financial aid will be reviewed at the end of the payment period and could result in immediate suspension.

## **Developmental Studies Courses**

Students enrolled in developmental studies (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-Oklahoma City 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 (formerly called Refund/Repayment)**

The federal government has set guidelines concerning students who receive Title IV Aid and completely withdraw from school. Students who receive federal grants or loans will be required to pay back a portion of the money received when making a complete withdrawal, or stop attending their classes, or fails to earn a successful grade in any course for the semester. After the calculations are determined, the OSU-Oklahoma City Financial Aid and Scholarship Office will notify any student that might owe money back to the federal government. A student cannot use future Title IV aid (Pell, SEOG, Loans, etc.) to repay this obligation. Financial Aid Satisfactory Academic Progress statuses are evaluated each semester, and students are notified accordingly.

### **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](mailto:okc.finaid@okstate.edu)

Web: [www.osuokc.edu/financialaid](http://www.osuokc.edu/financialaid)