



# Financial Aid Satisfactory Academic Progress Policy

Link to appeal forms and frequently-asked questions:

<http://financialaid.okstate.edu/policies/sap>

Satisfactory Academic Progress (SAP) is defined as proceeding toward successful completion of degree requirements. The OSU Office of Scholarships and Financial Aid is required by federal regulations to determine whether a student is meeting the requirements. **The official record of the OSU 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 and Cowboy Covenant. A recipient of an OSU cash or tuition scholarship/tuition waiver, or athletic grant-in-aid must meet the eligibility requirements of the respective program. If you have questions about the monitoring of satisfactory progress not addressed in this Policy, please contact our office. We also encourage you to review the Frequently-Asked-Questions available at <http://financialaid.okstate.edu/faq/sap>.

## Satisfactory Academic Progress Requirements-

Students are encouraged to exceed the following minimum requirements to complete their degree in the shortest time possible:

- Not exceed a maximum number of hours to complete the degree program (Table 1); **and**,
- Maintain a minimum Overall Grade Point Average (Table 2); **and**,
- Maintain **pace** toward degree completion by successfully completing at least **67%** of the total cumulative hours attempted. This includes **all courses attempted and passed at any college or university that are counted as credit on the official OSU Transcript maintained by the OSU Registrar.**

Total Hours Attempted for Degree Completion		*Degree Programs with Different Maximum Hour Limits
Classification	Maximum Hours	
Undergraduate	180*	*BAR in Architecture = 231 hours
Masters	56**	*BEN in Architectural Engineering = 236 hours
Doctoral	128	*BLA in Landscape Architecture = 225 hours
Vet Med (DVM)	255	*BSBE in Biosystems Engineering = 200 hours
		*BSCV in Civil Engineering = 204 hours
		**MS in Communications Sciences and Disorders = 78 hours
		**MS in Counseling = 90 hours
		**MBA in Business Administration = 78 hours

Table 2		
Overall GPA Requirement		
	Total GPA Hours Attempted	GPA Required
Undergraduate	0-30	1.70
Undergraduate	31 or more	2.00
Masters/Doctoral		3.00
Vet Med (DVM)		2.00

## Courses/Grades Used in Determining Satisfactory Academic Progress:

- All **hours attempted**, including any repeated, reprieved or remedial courses or withdrawals recorded on the OSU 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.
- All **hours passed** as reflected on the OSU Transcript are counted as completed when determining if the student meets the 67% pace requirement. Students should review the *Repeated Courses* policy in the OSU Academic Regulations (section 6.13), located on the OSU Registrar's website at <https://registrar.okstate.edu/University-Academic-Regulations>.
- The following grades indicate **successful completion** of a course: "A," "B," "C," "D," "S," "P," "R," "SR."
- The following grades indicate a **course was not successfully completed**: "W," "F," "FI," "I," "IB," "IC," "ID," "IF," "N," "NP," "U," "UR."

- **Audit courses** (grades of “AU”) are not counted in the total hours attempted for any semester or as successful completion of a course.
- **Independent study, correspondence and extension courses** may count toward successful completion of hours attempted if they are completed by the last day of the semester. For information about eligibility and payment of aid for these types of courses, please contact the Office of Scholarships and Financial Aid.
- **Transfer coursework** must be reflected on the OSU Transcript to be considered for purposes of financial aid eligibility.

### ***Failure to Maintain Satisfactory Academic Progress:***

A student who exceeds the maximum number of hours allowed for degree completion (see Table 1) will be determined to be ineligible for future financial aid.

A student who either fails to achieve the required Overall GPA (see Table 2), or to meet the pace requirement (complete at least 67% of the total hours attempted), will be placed on financial aid **warning** for the following semester of enrollment at OSU. A student may receive financial aid during the **warning semester**, but **must meet the overall minimum requirements at the end of the 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 and Cowboy Covenant.**

### ***Financial Aid Appeal:***

A student determined to be ineligible for assistance based on the Satisfactory Academic Progress Policy can submit a written appeal, based on death of a relative, injury or illness of the student, or other special circumstances, to the Faculty Financial Aid Appeal Committee. In the appeal, the student must include why the student failed to make satisfactory academic progress, and what may have changed in the student’s situation that will allow the student to demonstrate successful academic progress at the next evaluation.

A link to the appeal form is included in the ineligibility notification and is also available on the web at <http://financialaid.okstate.edu/policies/sap> and in 119 Student Union. The appeal and supporting documentation must be received in the Office of Scholarships and Financial Aid by the deadline in the ineligibility notification.

A student made ineligible for exceeding the maximum hours allowed for degree completion must also have the academic advisor complete the “Remaining Hours Required for Degree Completion” form if extenuating circumstances require the student to exceed the maximum hours limit. A link to the form is included in the ineligibility notification and is available at <http://financialaid.okstate.edu/policies/sap> and in 119 Student Union.

**Action taken on a financial aid appeal is final and is transmitted to the student by email** from the Faculty Financial Aid Appeal Committee. Depending upon the timeliness of the appeal, it is possible for a student to have an appeal denied and also not be entitled to a refund of charges if the student chooses to withdraw from classes. A student who enrolls and attends class whose appeal is subsequently denied will be eligible for a refund of charges based solely on the schedule in the “Drop/Withdrawal Fee Policy” in the OSU Catalog.

### ***Financial Aid Probation:***

A students whose appeal is approved will be placed on financial aid probation and will be given an academic plan whose requirements must be met each semester in order to retain financial aid eligibility.

### ***Regaining Eligibility:***

A student made ineligible for reasons other than exceeding the maximum number of hours for degree completion who does not appeal, or whose appeal is denied, may regain eligibility by meeting the Overall GPA and pace (67%) standards.

These standards may be met while either attending OSU without financial aid or by transferring work from an accredited institution that, when combined with OSU work, meets the policy requirements. Transfer work must be reflected on the OSU Transcript to be considered for purposes of financial aid eligibility.

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