

Student Financial Services  
 2501 N Blackwelder  
 Oklahoma City, Oklahoma 73106  
 Phone (405) 208-5211 Fax (405) 208-5466  
<http://www.okcu.edu/financialaid>

### Satisfactory Academic Progress Policy (SAP) for Students Seeking Financial Assistance

*A student must demonstrate satisfactory academic progress to receive financial aid. Student Financial Services (SFS) defines suspension and probation differently from the university academic community. Financial aid awarded by this office is affected by this policy.*

***Financial Aid Enrollment Verification - An awarded student's semester enrollment is verified on the last day of add/drop after 5:00 p.m. Financial aid awards will be adjusted for updated enrollment as required by federal law. SFS will send a revised Award Notification tracking letter through student email system, if changes are made. To avoid adjustments (or repayment) of your aid, be sure to be enrolled in all your classes before the end of add/drop! Students that drop after the add/drop date might have to repay financial aid that was awarded.***

Degree Program	Minimum GPA On a 4.0 scale	Completion Requirements	Maximum Credit Hours Aided
UNDERGRADUATE  TRANSFER – UG  TRANSFER- 2 <sup>nd</sup> Degree	2.0	Must satisfactorily complete 75% of all attempted hours.  All college credit courses taken anywhere for any purpose regardless of outcome or if financial aid was used, count toward SAP determination. US and/or International college credit	186 hours or 12 full time terms  (2 <sup>nd</sup> Degree) Not to exceed 220 hours and must complete a degree check and have a validation of a degree plan from your academic department
NURSING Seeking 2 <sup>nd</sup> Bachelors Degree	2.0	Must satisfactorily complete 75% of all attempted hours with a 2.0 GPA  <b>94 attempted hours from 1<sup>st</sup> UG degree accepted by Degree Program will be counted in attempted hours.</b>	94 attempted hours from 1 <sup>st</sup> UG degree accepted by Degree Program will be counted in attempted hours.
GRADUATE	3.0	Must satisfactorily complete 66% of all attempted hours.	54 hours or 6 fulltime terms (maximum attempted hours to achieve Masters Degree)
LAW	1.835 (4.5 on the 12pt grading scale)	Law students are expected to make satisfactory academic progress as defined by the OCU School of Law.	135 hours (maximum attempted hours allowed to achieve a Juris Doctorate (law) degree.
DOCTORAL	3.0	Must satisfactorily complete 73% of all attempted hours.	100 hours or 12 fulltime terms (maximum attempted hours allowed to achieve a PhD).

**Satisfactory Grades: A, B, C, and D      Unsatisfactory Grades: I, W, F, WF, WP and AU (AUDIT)**

#### Changing Majors or Degree Programs:

SFS may require additional information to demonstrate progress toward degree completion before aid eligibility can be determined.

STATUS	DEFINITION	ELIGIBLE FOR AID
Good Standing	Making Satisfactory Academic Progress (GPA and hours).	Yes
Warning	GPA & Comp Rate is below academic standards of 2.0 & 75%. Student will be given a semester to achieve academic standards or an Academic Plan.	Yes - for a semester.
Suspension	After "Warning" if academic progression is not demonstrated, student will be suspended with right to appeal. If appeal is approved student will be placed on a semester of Probation and Academic Plan. If appeal is denied student will be ineligible for aid until he earns academic standards at his own expense.	No - appeal denied  Yes – if appeal is approved
Probation	Student remains as long as he is making progression on Academic Plan or earns standard academic progress. Probation is allowed only one time.	Yes – if student achieves academic progression
Reinstatement	Complete one full-time enrollment semester at OCU with minimum GPA at your own expense (without OCU financial aid programs).	Yes

## Satisfactory Academic Progress Policy (SAP) for Students Seeking Financial Assistance

In accordance with Federal, State, and University aid and scholarship program guidelines, academic progress toward a degree must be made in order for students to continue receiving funds.

- I. Students seeking financial assistance are expected to make **qualitative** satisfactory academic progress to remain eligible for financial aid. Grade point average (GPA) requirements are defined in the University catalog. Generally, all institutional scholarships require a minimum 2.5 GPA. Some individual aid programs have higher GPA requirements for eligibility. All periods of enrollment are considered, which includes all transfer work attempted, including ESL and remedial coursework. Students must achieve the following minimum cumulative GPA: **Undergraduate students are required to have a 2.0; Graduate & PhD students 3.0; Law students must maintain a 1.835 as required by the law school (4.5 on the 12 pt grading scale).**
- II. Students seeking financial assistance are also expected to make **quantitative** progress as well as qualitative progress. Quantitative progress is measured as a percentage of the successful hours earned out of the total hours attempted (completion rate). Grades of I, W, F, WF, and WP are not successful completions. Minimum hour requirement for a baccalaureate degree is 124.
- III. Students who attend less than full-time will be expected to make the equivalent satisfactory progress using the same formula, but on a prorated basis. The minimum undergraduate completion rate is 75%, the minimum graduate completion rate is 66%, and the minimum PhD completion rate is 73%. Additionally, law students are expected to make satisfactory academic progress as defined by the OCU School of Law. Federal regulations require OCU to establish a maximum time frame standard. OCU's standard is 150% of the hours required to complete an undergraduate degree.
- IV. If a student does not meet SAP requirements at the end of a semester, OCU will notify the student with an official warning then will grant the student one semester of aid and an Academic Plan, if warranted. When the student completes the following semester, the student must have met the SAP standards or achieve academic progress according to the prescribed Academic Plan (if applicable). If that is not accomplished, the student's financial aid will be suspended.
- V. A student may submit an appeal in response to the aid suspension. If the appeal is approved, the student will be granted one semester of aid, per eligibility. If the Academic Progression is not met at the end of the semester as prescribed by the Academic Plan, the student will be responsible for future charges without the benefit of financial aid and must pay university charges at their own expense until SAP has been reestablished. Once SAP has been reestablished, student will need to appeal for reinstatement of financial aid with the Office of Financial Aid. Law students must meet the requirements of the OCU School of Law. A student who has exhausted quantitative eligibility will be placed on financial aid suspension with the option to appeal for additional eligibility.
- VI. If a student has been placed on financial aid suspension, the student will be notified by mail and given the opportunity to write a letter of appeal to the Financial Aid SAP appeals committee. The committee will determine whether an additional term of aid eligibility would be appropriate based upon extenuating circumstances. If a student is suspended due to maximum attempted hours, the appeal committee will evaluate total transfer hours as approved by the student's academic advisor, hours required to complete student's degree at Oklahoma City University, and the student's overall loan debt. If the appeal is denied due to maximum attempted hours, the student will not be eligible for federal aid and cannot regain eligibility. The committee will notify the student of its decision by mail within thirty days after receipt of the appeal form and required supporting documentation. All periods of enrollment are considered which includes all transfer work attempted.
- VII. If the appeal is denied for low GPA or completion rate, or the student chooses not to file an appeal, the student may enroll in at least half time at their own expense at Oklahoma City University. Hours earned from another university while on suspension will not be considered. The student must successfully complete all hours attempted with a minimum 2.0 undergraduate GPA or 3.0 graduate/PhD GPA for the term in order to regain financial aid. The student must then complete a second appeal with the Financial Aid SAP appeal committee in order to reestablish eligibility.
- VIII. The decision rendered by the Financial Aid SAP Appeals Committee is final and cannot be appealed to the Department of Education.
- IX. If you have questions, please call (405) 208-5211 or visit the Office of Financial Aid on the 3rd floor in the Jones Administration Building.