

Satisfactory Academic Progress Policy (S.A.P.P.)

Policy revised as of 2019-2020 academic year

Federal regulations require that all recipients of student financial assistance make satisfactory academic progress toward a degree. Students applying for assistance through the Federal Pell Grant, Federal SEOG, Federal Work Study, TEACH Grant, Oklahoma Tuition Aid Grant (OTAG), Direct Subsidized Stafford Loan, Direct Unsubsidized Stafford Loan, Direct Parent PLUS Loan and Direct Graduate PLUS loan programs must meet THREE requirements to maintain their financial aid eligibility at NWOSU:

First, students are required to maintain a minimum cumulative grade point average.

Second, students are required to complete (pass) a certain percentage of hours they attempt.

Third, students must complete their degree within a timely manner.

These three requirements are summarized in the following charts. Failure to meet ALL of these minimum academic standards will result in the loss of financial aid eligibility. Students are expected to know, based on this Satisfactory Academic Progress Policy, when they may be placed on financial aid warning, probation, or suspension. Satisfactory academic progress is reviewed at the end of each academic semester once grades have been posted.

- Grade Point Average Requirement** - Each student must meet a minimum cumulative grade point average to remain eligible for federal student aid.

	Undergraduate Classes		Graduate Classes
Total Hours Attempted from All Institutions	1-30	31-up	All
Minimum Cumulative GPA	1.7	2.0	3.0

- Satisfactory Completion of Semester Hours Requirement** - Students must also successfully complete and pass 70% of all courses they attempt. Grades of A, B, C, D, F, P, S, W, I, N, NP, CR, U and AU are all considered attempted hours. All transfer hours are included in this calculation.

	Undergraduate Classes	Graduate Classes
Minimum % of Total Hours Successfully Completed	70%	70%

- Maximum Time Frame for Degree Completion** - Students must complete their degree program within an allotted time frame to remain eligible for financial aid. The chart below indicates the time frame in which a degree must be acquired. Be aware that hour limits are cumulative; therefore, all hours from all institutions attended will be included, even if a student did not receive federal

student aid. Student Financial Services recommends that students who have attempted 150 hours toward their first Bachelor's degree obtain a degree audit to ensure they are taking the courses necessary to complete their degrees. For financial aid purposes grades of A, B, C, D, F, P, S, W, I, N, NP, CR, U, and AU are all considered attempted hours. Once students reach their maximum time frame for their specified degree, they are no longer eligible for federal student aid.

	Undergraduate Classes	Graduate Classes
Maximum Allowed Total Hours Attempted for Earning a Degree Students must be unconditionally accepted into a graduate program to receive aid for graduate hours	186 hrs - First Bachelor's Degree (150% of minimum hour required for any NWOSU bachelor's degree) 231 hrs- Additional Bachelor's Work	48 hrs -First Master's 66 hrs -Additional Master's Work 67 hrs -Master of Counseling/Psychology 90 -Master of Counseling/Psychology with Licensure

Financial Aid will NOT pay for:

- Courses taken for audit
- Courses previously passed unless the course grade failed the minimum grade requirement for the program of study. The student's degree plan must specify the minimum course grade required. Only two attempts will be approved. A third attempt will not be paid by financial aid.
- Credit hours earned by placement tests.
- Credit hours in excess of the 150% maximum program limit.
- Courses taken without being an eligible degree seeking student (enrolled as non-degree seeking)

Satisfactory Academic Progress Evaluation

Satisfactory Academic Progress is evaluated at the conclusion of each academic semester including the summer semester, if applicable, after grades have been posted. All attempted and transfer hours are counted during this evaluation.

- **Financial Aid Warning** is given to students for one semester who do not meet either one or both requirements I. and II. shown above. This is a warning status and students can continue to receive financial aid during their next semester of attendance. **Note:** It is the student's responsibility to know how many hours they have attempted and where they stand. If full compliance is not earned, the student will be placed on Financial Aid Suspension.
- **Financial Aid Suspension** will be required for any students who fail to meet either one or all requirements I. and II. shown above at the conclusion of their warning semester. Students cannot receive funds from the aid programs listed above while suspended. **See Appeals:** Eligibility is reestablished after the student improves his/her scholastic record to meet the minimum standards.
- **Financial Aid Suspension** will be required of any student exceeding the maximum allowed total hours attempted for earning a degree. Students cannot receive funds from the aid programs listed above while suspended. (see Appeals)
- **Financial Aid Probation** will be required for any student who has successfully appealed the Suspension with approval to receive aid for only one semester following the appeal.

- **Financial Aid Academic Plan** will be required for any student who has successfully appealed the Suspension with approval to receive aid while on a plan to ensure progress to meet S.A.P.
- Rules are applied uniformly to all students whether or not aid has been received previously.
- One semester=one payment period.
- **Transfer Students Financial Aid Warning** will be required for transfer students who do not meet the satisfactory academic progress conditions explained above except those students exceeding the maximum allowed total hours attempted for a degree.

Grades

- For financial aid purposes, all grades are hours attempted. (This includes but is not limited to A, B, C, D, S, P, W, F, I, U, AU, N, NP, CR)
- Only grades of A, B, D, D, S, P and CR are counted as hours successfully completed.
- For graduate classes, grades of D are also unsatisfactory.
- All classes attempted at all institutions are used in S.A.P. quantitative calculations.
- Grades of "I" (Incomplete) do not adversely affect the CGPA; however they are considered unsuccessful and are counted in the total hours attempted. Completion of the course may result in both a change to hours completed as well as the CGPA. These changes are automatically recalculated at least once each year for financial aid recipients and can be reviewed and recalculated upon request.
- Grades received for remedial work (zero level classes) are counted as hours attempted and if successful, as hours completed for financial aid purposes. These courses have no effect on the CGPA; however unsuccessful remedial classes will count as unsuccessful hours attempted.
- Repeated courses are counted in hours attempted each time the course is taken; however the effect on the CGPA is based on the registrar's policy and determination of the Retention/Graduation CGPA.

Appeal of Suspension

A student with extenuating circumstances may appeal a financial aid suspension by submitting a typed appeal to the Chairman of the Appeals Committee. Appeals must explain in detail why the student failed to meet the minimum academic standards, what extenuating circumstances caused the failure, and how the situation has since improved. Examples of extenuating circumstances include illness, medical issues with immediate family members, or a death in the family. Personal or financial issues with family, friends, or roommates are not considered extenuating circumstances.

A student's typed appeal should include:

- The reason(s) why the student failed to meet Satisfactory Academic Progress.
- What extenuating circumstances caused the failure
- Supporting documentation that may be pertinent to the student's appeal.
- How the situation has improved

The signed typed appeal must contain the following statement: "I authorize the University Registrar to release my academic transcript, my academic check sheet(s), my ACT test scores and my current

and/or next semester's enrollment schedule to the Financial Aid Office for presentation to the committee that will evaluate my appeal." (Appeals must be signed.)

You will be notified of the time and place that our appeal consideration committee will meet to determine your aid eligibility status. Your attendance at the meeting is strongly encouraged but is not required. You will be advised of the outcome of the appeals hearing immediately following the hearing. All decisions of the appeal committee are final.

If denied, the student is responsible for paying for their own educational costs until the student improves his/her scholastic record to meet the minimum standards. Students who were denied due to maximum time frame are responsible for paying for their own educational costs for the remainder of their degree program.

If approved, the student will either be:

- Placed on probation for one semester only, or
- Placed on a continued probation based on the academic plan for success that they submitted with their appeal.

The student's approval email/letter will explain all requirements that must be met during his/her probationary period to continue to receive financial aid.

A student who fails to complete a single course or has a complete withdrawal from the university after receiving financial aid may be automatically placed on suspension.

Caution: You are advised that the enrollment costs for the hours in which you are enrolled pending the outcome of an appeal must be paid according to NWOSU payment policy regardless of the outcome of the appeals procedure.

Student Responsibility

Students are held responsible for reading and understanding the Satisfactory Academic Progress eligibility requirements and knowing their status at the end of each semester. If questions arise, contact the Office of Student Financial Aid at (580) 327-8542. It is the suspended student's responsibility to notify the financial aid office upon regaining compliance and to process the proper paperwork to receive financial aid.

****Please note: Financial aid warning, probation, and suspension are separate from academic probation and suspension.***