



# Financial Aid Satisfactory Academic Progress Policy

Link to appeal forms and frequently-asked questions: <http://www.okstate.edu/finaid/sapform.html>

Satisfactory academic progress is defined as proceeding toward successful completion of degree requirements. The OSU Office of Scholarships and Financial Aid is required by federal regulation 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.

This Policy pertains only to applicants for federal and state (OTAG) assistance. 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 [www.okstate.edu/finaid/sapform.html](http://www.okstate.edu/finaid/sapform.html).

## Satisfactory Academic Progress Requirements-

1. Not exceed a maximum number of hours to complete the degree program (Table 1); **AND**,
2. Maintain a cumulative Graduation/Retention Grade Point Average (Table 2); **AND**,
3. Successfully complete at least 75% of the total cumulative hours attempted. This includes **all courses attempted at any college or university**. For example, a student who has attempted a cumulative total of 55 hours must have successfully completed at least 41 credit hours to meet the requirement ( $55 \times .75 = 41.25$ ; round decimals down to whole numbers).

Table 1		
Total Hours Attempted for Degree Completion		*Degree Programs with Different Maximum Hour Limits
Classification	Maximum Hours	
Undergraduate	180*	*BA/BS in Architecture/Arch Engineering maximum is 240 hrs *BA/BS in Landscape Arch/Hort & Landscape Arch. maximum is 240 hrs
Masters	56**	*BS in Agricultural Education maximum is 218 hrs
Doctoral	128	*BS in Mechanical Engineering maximum is 215 hrs
Vet Med (DVM)	255	*BS in Forestry maximum is 210 hrs **MS in Communications Sciences and Disorders maximum is 78 hrs **MS in Counseling maximum is 90 hrs **MBA in Business Administration maximum is 78 hrs

Table 2		
Cumulative Graduation/Retention GPA Requirement		
	Total 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 coursework attempted, including any dropped, 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 and has completed 75% of the total cumulative hours attempted.

The following grades indicate successful completion of a course: "A," "B," "C," "D," "S," "P," "R," "SR," or "X."  
The following grades indicate a course was not successfully completed: "I," "W," "F," "U," "NP," "UR," or "N."

**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 suspended from future financial aid until the reason for the excessive hours can be adequately documented.

A student who either fails to achieve the required cumulative Graduation/Retention GPA (see Table 2), or to complete at least 75% of the total hours attempted, will be placed on financial aid probation for the following semester of enrollment at OSU. A student may receive financial aid while on probation, but must meet specific minimum requirements each semester to continue to be eligible.

### **Continued Eligibility While on Probation:**

To continue to receive aid after being placed on probation, a student must:

1. Not exceed a maximum number of hours to complete the degree program (Table 1); **AND**,
2. Achieve the required cumulative Graduation/Retention GPA (Table 2) or the required Semester GPA (Undergraduate & Veterinary Medicine = 2.00; Master/Doctoral = 3.00); **AND**,
3. Successfully complete at least 75% of the total cumulative hours attempted or 75% of the hours attempted that semester.

A student on probation who meets these criteria each semester will continue to receive aid on a probationary basis until the student meets the standards in the “Satisfactory Academic Progress Requirements” section to clear the probation. A student who **fails** to meet the minimum semester standards will be suspended at the end of the probationary term.

### **Financial Aid Suspension:**

A student denied assistance based on the Satisfactory Academic Progress Policy can submit a written appeal to the Faculty Financial Aid Appeal Committee. An appeal form is included in the suspension notification letter and is also available on the web at [www.okstate.edu/finaid/sapform.html](http://www.okstate.edu/finaid/sapform.html) 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 suspension notification letter. The appeal should speak **in detail** to mitigating or extenuating circumstances that affected the student’s academic performance, i.e., severe physical injury or mental trauma.

A student suspended for exceeding the maximum hours allowed for degree completion should 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. The form is included in the suspension notification letter and is also available on the web at [www.okstate.edu/finaid/sapform.html](http://www.okstate.edu/finaid/sapform.html) and in 119 Student Union.

**Action taken on a financial aid appeal is final and is transmitted to the student in writing by 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 “Withdrawal Fee Policy” in the OSU Catalog.

A student suspended for reasons other than exceeding the maximum number of hours for degree completion who does not appeal, or whose appeal is denied, may be reinstated on a probationary basis by meeting **both** of the following criteria:

1. Achieve the required cumulative Graduation/Retention GPA (Table 2) or the required Semester GPA (Undergraduate & Veterinary Medicine = 2.00; Masters/Doctoral = 3.00); and,
2. Successfully complete 75% of the total cumulative hours attempted or 75% of the hours attempted for that semester.

These requirements may be met while either attending OSU for the semester without financial aid or by transferring work meeting the requirements to OSU from an accredited institution. Transfer work must be reflected on the OSU Transcript to be considered for purposes of financial aid eligibility.

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