



## Financial Aid Award Terms and Conditions

We are pleased to provide you with an offer of financial assistance as you pursue your educational goals at Oklahoma State University. Please thoroughly read the following information before you accept your award(s). You may reach us by email at [finaid@okstate.edu](mailto:finaid@okstate.edu) or by phone at 405-744-6604 if you have any questions.

The offer of assistance made to you by Oklahoma State University is based on your educational costs, your enrollment plans, your financial need, and the availability of funds at the time of your award. **Any change to these factors after your original award has been made may cause an adjustment to your eligibility and/or require repayment of some or all federal, state, university, and/or private funds you received for which you were not eligible.** In determining your award(s), we considered you for all types of assistance for which you may be eligible, based upon your financial need, specific fund criteria, and availability of funds.

### Understanding and Responding to the Award Offer:

**Determination of Need:** Financial assistance awarded by the OSU Office of Scholarships and Financial Aid is based on financial need, as determined by the results of the Free Application for Federal Student Aid (FAFSA) for the award year. The FAFSA is used to determine your expected family contribution (EFC), which may include a student and/or parent contribution. Your financial need, for purposes of financial assistance, is determined by subtracting your EFC from your total expenses.

**Eligibility:** Any other resources for which you may be eligible, including, but not limited to Veterans benefits, Vocational Rehabilitation, other cash or tuition scholarships from OSU, and awards from community organizations and employers, are considered in determining your eligibility for need-based assistance. Individual awards on file at the time your award is made will be reflected on SIS-WEB for Students (<http://prodosu.okstate.edu>).

**Accepting/Rejecting Awards:** You can accept/reject your awards by logging onto OSU SIS-WEB for Students at <http://prodosu.okstate.edu>. Awards already accepted for you by OSU will not display on the "Accept/Reject Awards" screen; you should **check the "Award Information by Year" screen for a full listing of awards** on file in our office.

**Awards Made by Other Offices/Agencies:** Some of the awards were offered to you by an OSU department or non-OSU agency; if you have already indicated your acceptance of such an award on a separate letter from the awarding agency, no further action is necessary. You should always correspond directly with the awarding department/agency to determine the status of the award and clarify any questions regarding eligibility requirements.

**Additional Resources:** If you know of any additional aid, including OSU cash or tuition scholarships, awards from community organizations or employers, Vocational Rehabilitation, JTPA, etc., **NOT LISTED** on the SIS-Web "Award Information By Year" screen, you must notify our office in writing of the award(s). Please use the on-line **Additional Resources Report** at [www.okstate.edu/finaid](http://www.okstate.edu/finaid) to report this information.

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## OSU Scholarships & Financial Aid Award Terms and Conditions

### **Certification:**

**By accepting your awards, you attest to the following statements and that you understand how your aid is to be disbursed and are in full agreement with the procedure:**

- I hereby acknowledge that I will be an OSU student during the period(s) for which aid has been offered;
- I have read the award information indicating the amount of aid I have been offered and I have accepted the offered aid except as noted.
- I understand that I am responsible for repaying any financial assistance I receive which cannot reasonably be attributed to meeting my educational expenses at OSU.
- I further understand that the repayment policy and procedure is based on federal regulations published by the U.S. Department of Education.
- I agree to notify the Office of Scholarships and Financial Aid immediately of any change in my financial, marital, residency status, and/or class standing, or any other factor which can reasonably be construed to have a bearing on my financial aid award.
- I hereby acknowledge that disbursement of financial assistance to me is contingent upon:
  - a) The availability of anticipated Federal Title IV resources;
  - b) The accuracy of the information provided by me or my family, upon which the offer is based;
  - c) My meeting the Satisfactory Academic Progress standards as defined by the OSU Office of Scholarships and Financial Aid;
  - d) My continued enrollment in the number of hours upon which this award is based. I understand that should my enrollment status change, my award may be subject to revision.

**Disbursement of Financial Aid:** With the exception of Federal Work-Study, which is distributed by payroll check, financial aid at OSU is disbursed (credited) to the student's OSU Bursar account (*funds must be credited to the OSU Bursar account before any refund is deposited in a student's personal checking account*). One-half of your total aid for the academic year will be made available to you for the fall semester and one-half for the spring semester. If you do not enroll for the fall semester, your award will be cancelled for the entire year, unless you specifically request that your aid for the spring be retained. We will notify you if we are unable to honor your request.

Funds disbursed to your Bursar account are used to cover tuition, fees, on-campus room and board, and other direct institutional charges. **You should complete the Title IV Fund Payment Authorization Form, available from the Bursar's Office, to indicate whether you want Title IV Funds applied to all charges or restricted to specific direct charges.** If there is a credit balance once all charges are paid, you will receive a refund from the Bursar's Office.

**Grants:** If you receive a Federal Pell Grant, Federal Supplemental Educational Opportunity Grant (SEOG), OSU Opportunity Grant or Oklahoma Tuition Aid Grant (OTAG), your OSU Bursar account will be credited.

**Loans:** If you are borrowing in the Ford Federal Direct Subsidized/Unsubsidized, Perkins, Health Professions programs, funds will be credited to your Bursar account once you have signed the promissory note(s), and, if applicable, completed Entrance Counseling. Borrowers in the Federal Direct Subsidized/Unsubsidized Loan programs electronically sign a Master Promissory Note which allows students to add subsequent-year loans to the initial promissory note. Perkins, and Health Professions Loan borrowers may be required to sign a new paper promissory note each year they receive funds. A Federal Direct Parent Loan is credited to the student's Bursar account once the promissory note has been electronically completed by the parent borrower and a credit check performed by the federal government.

**Tuition Scholarships:** Tuition scholarships are reflected as credits for credit hour charges and/or non-resident tuition. Up to one-half of your total award will be credited each semester.

**Other Scholarships:** Please refer to the information provided to you by the awarding department or agency for disbursement information.

**Satisfactory Academic Progress:** Federal regulations require that all students must be making Satisfactory Academic Progress before financial assistance can be disbursed. These requirements apply to all students, not just prior financial aid recipients. Students are expected to know, based on the Satisfactory Academic Progress Policy, when they are in jeopardy of being placed on probation or forfeiting their aid eligibility. If you have any questions about this policy, contact the Office of Scholarships and Financial Aid for clarification.



# Financial Aid Satisfactory Academic Progress Policy

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
<u>Classification</u>	<u>Maximum Hours</u>	
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		
	<u>Total Hours Attempted</u>	<u>GPA Required</u>
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," or "X."  
The following grades indicate a **course was not successfully completed**: "I," "W," "F," "U," "NP," 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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