

**SOUTHEASTERN OKLAHOMA STATE UNIVERSITY**  
**FINANCIAL AID SATISFACTORY ACADEMIC PROGRESS (SAP) POLICY**  
**(Revised July 2015)**

To be eligible for assistance from any program administered by Southeastern Oklahoma State University, a student must meet the eligibility requirements of the program for which they are applying for assistance.

For continued eligibility from Title IV programs that include the Federal Pell Grant, Federal Supplemental Educational Opportunity Grant (SEOG), Oklahoma Tuition Aid Grant (OTAG), Direct Student Loan, Parent Loan for Undergraduate Students (PLUS), or Federal Work Study Program, a student must be making satisfactory progress toward the completion of their course of study. (Code of Federal Regulation 668.34)

To be eligible to receive federal or state assistance, a student must meet the following GPA, pace of completion, and maximum time frame requirements:

**1. GPA Requirements:**

Total Time from All Institutions	Undergraduate		Graduate
	After 1 <sup>st</sup> Academic Year	After 2 <sup>nd</sup> Academic Year (until Graduation)	ALL
Minimum Cumulative GPA Requirement	1.7	2.00	3.00

- An Academic Year consists of any year in which a semester has been attempted or completed. Southeastern’s academic year begins with the fall semester and ends with the summer semester.

**2. Completion of Hours (Pace):** All students must complete 70% of the cumulative hours attempted from all institutions. The SE Financial Aid Office will calculate the attempted hours based off the census hours (hours enrolled in at the end of the Drop/Add period). Attempted hours include all withdrawals (W), administrative withdrawals (AW), incompletes (I), failed courses (F), and all passed courses. Earned hours will include all passed courses. Remedial courses will not count as attempted or earned hours.

$$\text{Earned Hours/Cumulative Attempted Hours} \times 100 = \text{Percentage Completed}$$

$$\text{Example: } (12\text{hrs}/36\text{hrs}) \times 100 = 33.3\%$$

Pace will be calculated after the completion of the second academic year and every semester enrolled thereafter until graduation.

**3. Maximum Time Frame:** Southeastern Oklahoma State University offers four-year Bachelor degree and offers Master Degrees. Students must complete the four-year Bachelor degrees within a maximum of 186 cumulative attempted credit hours or 150% of the minimum 124 hours required to graduate. Additional degrees must be completed within a maximum of 240 cumulative attempted credit hours, such as a second bachelor or master degree. Only two undergraduate degrees are allowed with federal funding. Students are allowed to switch majors, but no additional credit hours to the maximum time frame will be permitted. All attempted hours (see above) will be calculated in the maximum time frame. Students that meet or exceed the maximum number of cumulative attempted hours will be denied federal financial aid funding. If it is determined that the student will not be able to receive a degree within the maximum time frame, the Department of Education requires the financial aid office to terminate funding immediately.

**Transfer Students:** Students are required to submit a transcript to the Admissions Office from all previous schools attended even if no hours were earned from that institution. All transfer hours will be considered, including withdrawals, for Satisfactory Academic Progress.

**Financial Aid Warning:** Students who fail to meet the GPA requirements or the pace of completion requirement, but have a reasonable possibility to meet Satisfactory Academic Progress the next semester will be placed on financial aid warning for one semester and continue to receive Title IV Funds and/or State Grants. Each student will be notified by email or University mail of the financial aid warning status. Students must meet all Satisfactory Academic Progress standards to get back in good standing with the financial aid office. Students can only be on financial aid warning for one semester. A student whose GPA is between a 1.00 and 1.99 for the semester, but has a cumulative GPA of 2.0 or above will be automatically placed on financial aid warning.

**Financial Aid Suspension:** A student will be placed on financial aid suspension if he/she:

1. Fails to meet SAP standards after being placed on financial aid warning for one semester.
2. Will not be able to meet SAP standards within one semester.
3. Has met the maximum time frame for their degree program.
4. Has received all F's, W's, or below a 1.0 semester GPA.

Students on financial aid suspension are not eligible to receive Title IV funds and must attend without federal or state financial aid assistance. Students will be removed from financial aid suspension upon meeting all Satisfactory Academic Progress standards. Students may also appeal a decision of the Southeastern Financial Aid Office if there are extenuating circumstances that caused the student to fail SAP Standards. Students will be notified by email or University of the financial aid suspension status.

**Appeal Process:** The appeal must be submitted in the form of a letter with the following information included:

1. Satisfactory Academic Progress standard that was not met
2. The reason for the deficiency
3. What has changed to allow the student to succeed
4. Proper documentation attached to the letter

If the appeal is approved, the student will be placed on financial aid probation or on an academic plan (see below). A student cannot appeal for a second decision for the same reason. Students will be notified of the decision through student email. Appeals may include, but are not limited to death in the family, illness, hospitalization, and other extenuating circumstances.

**Financial Aid Probation:** Probation is for students who have been on financial aid suspension and have an approved appeal on file. Probation is for students that have a reasonable possibility to meet Satisfactory Academic Progress within one semester. It will only be allowed for one payment period. If a student does not meet SAP the semester following his/her probation, he/she will be placed on financial aid suspension.

**Academic Plan:** Academic Plan is for students who have been on financial aid suspension and have an approved appeal on file. If a student is placed on an academic plan, the student must meet the Satisfactory Academic Progress in a specified time set forth within the academic plan. If the student does not meet this academic progress, the student will be placed on financial aid suspension and will not be allowed to receive

financial aid until Satisfactory Academic Progress is met. Before an academic plan can be processed in the financial aid office, all official transcripts must be submitted to the SE Registrar's Office.

**Zero Credit Semesters:** Each of the following will result in an automatic denial of federal financial aid and the student receiving a denial notice for the next semester. Each student will have the option to appeal the denied status unless the student was on an academic plan.

- 1. All Failed/Unofficial Withdrawal/Unsatisfactory:** Students who stop attending class and receive all failed/unsatisfactory grades will be considered unofficially withdrawn at their last date of academic activity and will be denied federal aid for the next semester. This last date of academic activity will be provided by instructors when submitting final grades for each class to the Registrar. The SE Financial Aid Office will perform a Return of Title IV calculation based off this last date of academic activity. Click here [Return of Title IV](#) for more information.
- 2. Completed Full Semester with All Failed Classes:** Students who complete (attend through the last day) the semester are considered to have earned the "F" and are not obligated to repay federal monies but will be denied federal aid.
- 3. Official Withdrawal:** Students who officially withdraw from all courses in one semester through the SE Registrar's Office will receive all W's for that semester. Students who officially withdraw will have a [Return of Title IV calculation](#) performed to determine if any refund is due and will be denied federal aid.

**Repeat Courses:** Students will be allowed to take repeat courses. A student can take a failed course until passed, but keep in mind failed classes will hurt the student's pace of completion. A student can also retake a previously passed course, but he/she is only allowed to retake it one time. A student cannot retake a class that has been passed twice and is reflected on his/her transcript and get financial aid funding for that class.

**Good Standing:** For a student to be in good standing with Southeastern Oklahoma State University Financial Aid Office, they must meet the 2.0 Graduation/Retention GPA after the 2<sup>nd</sup> academic year and complete 70% of the classes attempted. If a student is on denied status, they must be meeting both the GPA and Pace requirement before they receive federal aid. This may require completing hours on their own without federal assistance.

**Additional Information:**

1. The requirements listed above shall be applied uniformly to **ALL** students whether or not the student has previously participated in Title IV aid programs.
2. All students participating in the Title IV programs will be evaluated at the end of **EACH** semester (summer school included, if applicable) to determine if Satisfactory Academic Progress is being maintained.