

SOUTHEASTERN OKLAHOMA STATE UNIVERSITY
FINANCIAL AID SATISFACTORY ACADEMIC PROGRESS (SAP) POLICY
(REVISED December 2011)

To be eligible for assistance from any program administered by Southeastern Oklahoma State University, a student must meet the eligibility requirements of the program from 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. (CFR 668.34)

To be eligible to receive Federal or State Assistance, a student must meet the following GPA requirements:

1. GPA Requirements

	Undergraduate		Graduate
Total Time from All Institutions	After 1 st Academic Year	After 2 nd 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.

2. Completion of Hours (Pace): All students must complete 70% of the 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), as well as all passed courses. Earned hours will include all passed courses. Remedial courses will not count as attempted or earned hours.

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

example: (12hrs/36hrs) x 100 = 33.3%

Pace will be calculated after the completion of the second Academic Year and every semester enrolled until graduation.

3. Maximum Time Frame: Southeastern Oklahoma State University offers four-year Bachelor's and Master Degrees. Students must complete the four-year Bachelor's degrees within a maximum of 186 credit hours. Additional degrees must be completed within a maximum of 240 credit hours, such as a second bachelor's or master's 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 hours will be denied 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. 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 completed hours 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. Students must meet all Satisfactory Academic Progress standards. After the financial aid warning semester, students who do not meet the Satisfactory Academic Progress standards will be placed on financial aid suspension (Denied). Students will be notified by University mail and mail if they are placed on financial aid warning after the completion of the 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 is extenuating circumstances that caused the student to fail SAP Standards.

Appeal Process: The appeal must be submitted in the form of a letter with the following 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 will be required

If the appeal is approved the student will be placed on financial aid probation or on an academic plan. (see below) A student can not 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, etc.

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.

Withdrawals: Students that enroll at Southeastern who receive federal financial aid as a payment toward their tuition or a refund and completely withdraw before the 60% date may owe a payment to the federal government. This is called RETURN TO TITLE IV (R2T4). When a student completely withdraws from Southeastern, the financial aid office will calculate the amount of federal aid earned by the student. The business office will send the unearned financial aid money back to the federal government and bill the student's account for that amount.

Zero Credit Semester (ALL FAILED/INCOMPLETES)

Students will be required to pay back a percentage of the financial aid money received for that semester. If the student attends more than half the semester, then the student is required to bring proof of attendance to the financial aid office to recalculate the percentage owed back to the federal government.

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 more 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.

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.

CFR – Code of Federal Regulations