

University of Science & Arts of Oklahoma
Satisfactory Academic Progress Policy

Financial Aid Office, Troutt Hall Room 112

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Students at University of Science & Arts of Oklahoma (USAO) must maintain Satisfactory Academic Progress (SAP) toward a degree, as stipulated in this policy, to receive federal and state financial aid from the following programs: Federal Pell Grant, Federal SEOG (FSEOG), Federal Work Study (FWS), Oklahoma's Promise (OKP), Oklahoma Tuition Aid Grant (OTAG), Federal Direct Student Loans (subsidized and unsubsidized), and Federal Direct PLUS Loans for parents. Other aid programs not listed may also fall under this policy. SAP is measured quantitatively by completion rate or "pace", and qualitatively by GPA. There is also a total credit hour attempted limit, or "maximum time frame", allowed to complete a BS, BA, or BFA degree at USAO.

Aid resources such as some institutional and outside scholarships, tribal funding, Workforce Oklahoma, etc. may not be affected by this policy, but may have their own separate maintenance requirements. Refer to the source of funding regarding questions related to such programs.

**SAP REQUIREMENTS FOR ALL COURSEWORK AT USAO
AND ALL POSTED TRANSFER WORK FROM OTHER INSTITUTIONS/SOURCES**

Minimum overall cumulative GPA	2.00
Minimum pace percentage of total credit hours successfully completed requirement (standard rounding rules apply in the calculation of pace percentage)	total credit hours successfully completed/total credit hours attempted = 67% or higher

**MAXIMUM TIME FRAME LIMIT
- AUTOMATIC FEDERAL FINANCIAL AID SUSPENSION -**

Maximum total credit hours attempted allowed for earning a BS, BA, or BFA degree ('Y') *	150% of 'X' credit hours = 'Y' maximum attempted credit hours*
OR it is mathematically impossible to complete a BS, BA, or BFA degree before reaching 'Y' total attempted credit hours. If the result of this formula calculation is equal to or greater than 'Y', maximum time frame is exceeded. *	('X' credit hours – successfully completed hours) + total attempted hours = result to compare to 'Y' *
*where 'X' = total hours required for degree according to catalog year of admission, and 'Y' = maximum total credit hours attempted allowed	

SAP EVALUATION

SAP is formally evaluated for all enrolled degree seeking students at USAO after all grades are posted at the end of each fall, spring, and summer term. Transfer or returning students are evaluated for entry after review of all previous transcripts and the student is accepted for admission or readmission.

Students who do not meet the minimum SAP requirements are first placed on federal financial aid warning, except in cases of maximum time frame. Students on federal financial aid warning are eligible to receive federal and state aid for one additional term. Federal financial aid warning status applies only to GPA and pace requirements.

Students attending the term on federal financial aid warning status, and at the end of the term again do not meet the minimum SAP requirements, are placed on federal financial aid suspension. Students on federal financial aid suspension are not eligible for federal and/or state financial aid. Students may appeal the federal financial aid suspension status (see [APPEALS](#)); or reestablish aid eligibility on their own by meeting the minimum requirements by the end of the next term of enrollment. If successful, aid reinstatement is not retroactive and may only apply to the following term after SAP standards are achieved. Students at (or who have exceeded) the maximum time frame limit are automatically placed on federal financial aid suspension and cannot reestablish aid eligibility on their own.

Students granted a federal financial aid appeal approval are on federal financial aid probation. Students attending on appeal approval and on federal financial aid probation are eligible for federal and state aid for one term. If during the review of a federal financial aid appeal it is determined to not be possible for the student to meet the minimum SAP requirements in one term, the student may be considered for placement on an academic plan (see [ACADEMIC PLANS](#)).

Notices of federal financial aid warning and suspension are sent to student email accounts after each term's SAP evaluations are complete, usually within 1-3 days of final grades posting. SAP information and history is also available in [USAO Self-Service](#). For new transfer and returning students required to reapply for admission, these notices are sent after the completion of the SAP review for entry or re-entry; however, SAP details may not be available in Self-Service for these students until the completion of the next term at USAO. If the new or returning student indicates on the application for admission that they do not wish to apply for federal financial aid, or the student is accepted as non-degree seeking, a notice may not be sent.

SAP policy is applied uniformly to all students, continuing and new, even if financial aid was not received in one or more previous terms.

Aid eligibility is reestablished after the student improves their academic record to meet the minimum standards. In cases of suspension due to reaching the maximum time frame, aid eligibility can only be continued if an extension of aid eligibility is approved by the Financial Aid Appeals Committee, through the appeals process.

Academic notice, probation, and suspension are separate from Financial Aid SAP policies. See "Academic Policies" in the USAO catalog.

TRANSFER AND RETURNING STUDENTS

New transfer students and returning students who are transferring back to USAO from another institution must submit all prior transcripts before SAP eligibility is determined. All transfer hours accepted by the USAO Registrar as academically attempted for transcript posting count toward SAP minimum requirements and the maximum time frame limit.

Transfer and returning students who do not meet the minimum SAP requirements or have met the maximum time frame limit are entered on federal financial aid warning or suspension accordingly.

Students who leave USAO with an approved appeal and return after nonattendance, and have not attended another institution, may reenter on federal financial aid probation, or on an academic plan depending on their circumstances, when they return; provided the leave of absence is not for a period of more than one year.

Students who leave USAO in good academic standing and return after a period of nonattendance, and did not attend another institution, are in good standing when they return; provided the minimum existing SAP standards are met at the time of return.

Students who leave USAO on federal financial aid suspension status and return after a period of nonattendance, and did

not attend another institution, will reenter on federal financial aid suspension, provided the minimum existing SAP standards are still not met at the time of return.

REPEATED COURSES

Federal regulations indicate that federal financial aid may be paid for repeated coursework previously taken in the program but may not include more than one repetition of a previously passed course. Courses passed with a grade of D or better may be repeated once toward enrollment status for federal financial aid eligibility determination. Courses passed with a grade of D or better twice are excluded from federal financial aid enrollment status. Repeated courses are still counted in credit hours attempted for pace and maximum time frame, even if the course is excluded from federal financial aid eligibility.

GRADES

SAP evaluation is based on the overall cumulative GPA. Academic reprieve, forgiveness, and repeated coursework are not factored into the cumulative GPA. All grades of A, B, C, D, F, and WF (and their equivalents from other institutions) are included in the cumulative GPA.

All grades of A, B, C, D, F, P, and WF (and their equivalents from other institutions) are credit hours attempted for pace and maximum time frame. Transfer grades of RP, RF, W, WP, AW, I, N, and NP (and their equivalents) may not be included in the total credit hours attempted for pace and maximum time frame, as they may not be posted as academically attempted credits on the USAO transcript. However, if posted to the USAO transcript, such transfer grades will be included in the total credit hours attempted for pace and maximum time frame. All grades of RP, RF, W, WP, AW, I, N, and NP are counted in the total hours attempted for pace and maximum time frame if the grade is earned for USAO coursework.

Grades of A, B, C, D, RP, and P are counted as credit hours successfully completed. Grades of F, RF, WF, N, NP, W, WP, AW, and I are counted as credit hours not successfully completed. CLEP, Advanced Placement (AP), or other credits earned by exam count as hours attempted and successfully completed. Remedial classes taken at USAO count as hours attempted for pace and maximum time frame and are successfully completed (with a grade of RP) or not successfully completed (with a grade of RF), but do not affect GPA. Audit (AU) classes are not eligible for federal financial aid and are not counted as hours attempted or successfully completed and do not affect GPA.

Grade changes are factored into SAP calculations at the time of the next formal evaluation. Any change in SAP status due to a grade change are not retroactive and apply only to the next term of enrollment. If a student is ineligible due to an incomplete or incorrect grade, the student is advised to appeal.

APPEALS

Appeals of federal financial aid suspension are accepted. Successful appeals should exhibit extenuating circumstances affecting student performance. Extenuating circumstances include (but are not limited to) illness, severe injury, or death in the family.

Appeals of federal financial aid suspension are due by the designated last day to add classes of each term. Late appeals may not be considered.

The federal financial aid suspension appeal form is available online at:

https://usao-gcqxxy.formstack.com/forms/suspension_appeal

A PDF of this SAP policy can be obtained in the Financial Aid Office, Troutt Hall 112, and is available as a link in [USAO Self-Service](#). If the student is unable to complete the online financial aid suspension form, a PDF version may be requested from the Financial Aid Office.

Appeals must be signed and include a personal explanation of extenuating circumstances affecting student performance and information on the improvement of these circumstances, and a list of classes enrolled in or plans to enroll in for the upcoming term. Students must also acknowledge the reason for their federal financial aid suspension status. Students appealing for reaching the maximum time frame must provide a list of all terms and classes still required to achieve the BA, BS, or BFA degree(s). Extenuating circumstances must also include documentation such as, but not limited to, medical documentation, obituaries, death certificates, counseling appointment schedules, tutoring and/or mentoring records, signed statement from professional outside third-party detailing circumstances, police reports, court documents, etc.

Incomplete appeals are not considered.

Appeals are reviewed by the Financial Aid Appeals Committee. The Financial Aid Appeals Committee does not meet with students. Decisions are sent to student email accounts following the committee meeting, by the designated last day to drop classes of each term.

Students must meet all conditions of appeal approval to continue receiving aid until they meet all minimum SAP requirements. The conditions of an appeal approval may include enrollment changes such as a reduction in hours or a change in courses, or counseling recommendations. Changes to the financial aid package may occur due to committee requirements regarding changes in credit hours. If the student elects to not comply with the Financial Aid Appeals Committee requirements, the appeal approval is revoked. If the appeal is denied, or the appeal approval is revoked, payment arrangements for previous and current balances will need to be made with the USAO Bursar's Office. If denied a maximum time frame appeal, further federal financial aid eligibility will not be available at USAO and additional appeals for time extensions are not considered.

The final decision regarding a student's Satisfactory Academic Progress (SAP) status and financial aid eligibility rests with the Financial Aid Office of the University of Science & Arts of Oklahoma. All appeals and actions related to SAP are reviewed in accordance with established policies and procedures. All appeals will be reviewed by the Financial Aid Appeals Committee; however, the Financial Aid Office retains ultimate authority to determine aid eligibility and SAP status.

All decisions are final.

ACADEMIC PLANS

The Financial Aid Appeals Committee may assign an academic plan for some students.

The academic plan is intended to bring the student's progress up to minimum SAP requirements by a certain point in time. Students attending on academic plans are evaluated at the beginning and the end of each term to verify the requirements of the academic plan are being met. Minimum GPA and pace requirements not specifically addressed by the academic plan must also be maintained. It is possible to require an academic plan through graduation.

Students who elect to not comply with the requirements of the academic plan will have the appeal approval revoked and are placed back on federal financial aid suspension.

Students who achieve minimum SAP standards before the end of the academic plan are considered to have fulfilled the plan and removed from federal financial aid probation at the time of the next formal evaluation.

Students who do not meet the requirements of the academic plan at the time of the next formal evaluation, or at the end of the academic plan do not meet the minimum SAP standards, are placed on federal financial aid suspension. Students may appeal the federal financial aid suspension status or reestablish aid eligibility on their own by meeting the minimum requirements by the end of the next term of enrollment. Aid may be reinstated after the term when minimum SAP requirements are established, except in cases of exceeded maximum time frame.

STUDENT RESPONSIBILITY

Students are responsible for knowing and understanding the criteria for financial aid eligibility. This includes (but is not limited to) enrollment status, continuation of institutional scholarships, SAP status, the Return of Title IV Funds and complete withdrawal policy, student loan history and repayment options/plans, etc. Students are strongly encouraged to utilize USAO Self-Service, carefully read all correspondence, and ask questions of the Financial Aid Office directly regarding matters of financial aid, including SAP.

It is the student's responsibility to understand this SAP policy. Students are held responsible for their SAP eligibility and their status at the end of each term. It is also the student's responsibility to monitor their student email and Self-Service accounts. It is the student's responsibility to work with faculty regarding incomplete coursework and grade change submissions, as well as course substitutions, to the USAO Registrar. It is the student's responsibility to submit official, final, and complete transfer work to the USAO Registrar. It is the student's responsibility to work with the USAO Bursar regarding billing for enrollment or other institutional charges.

SAP total hours attempted for federal financial aid eligibility may differ from the total hours attempted on academic transcripts

due to grades such as W, RP, and RF, which are not counted toward academic attempted credits but included in evaluating SAP if assigned for USAO coursework. The overall cumulative GPA may differ from the student's overall retention/graduation GPA.