



## Satisfactory Academic Progress (SAP) Policy

Office Responsible:	Financial Aid
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### OVERVIEW

The Financial Aid Office of Eastern Oklahoma State College administers student financial aid programs from federal and state sources. The U.S. Department of Education (DOE) requires schools to develop and implement policies by which academic progress is evaluated and monitored. *Whether or not a student has or will receive financial aid*, Federal regulations (CFR 668.34) require Eastern Oklahoma State College to follow a policy to measure if a student is making satisfactory academic progress toward a degree or certificate. Eastern Oklahoma State College will evaluate students' Satisfactory Academic Progress (SAP). Eastern Oklahoma State College evaluates progress at the end of each semester. Every student's progress is measured at each evaluation as follows:

- Qualitative Progress (GPA requirement)
- Quantitative Progress (Time-based)

These criteria evaluate: the quality and quantity of the academic work you complete and progress toward completion of your academic program. The satisfactory academic progress requirements listed below are minimum standards. Students are encouraged to exceed all of the requirements whenever possible.

This policy indicates the standards used to measure Satisfactory Academic Progress (SAP) at Eastern Oklahoma State College for purposes of financial aid eligibility. Funds affected by this policy include all applicable federal, state, and college funds including but not limited to Federal Pell Grant, Federal Supplemental Education Opportunity Grant (SEOG), Federal Direct Loans, Federal Direct PLUS (Parent) Loans, Federal Work Study, State Scholarship (OHLAP) and Grant (OTAG) programs.

The criteria contained in the policy are applied to all eligible degree and certificate seeking students. Students not meeting the requirements of the policy are notified by email sent to the student's EOSC student email account and by regular mail.

Students who fail to make Satisfactory Academic Progress are initially given a Warning period during which time they may continue being awarded aid (if otherwise eligible). Students who do not meet the requirements by the end of the Warning period are denied future financial aid and considered suspended. A student may appeal the suspension of financial aid due to exceptional circumstances. Exceptional circumstances may include but are not limited to illness, death of an immediate family member, or traumatic events in the student's life.

## REQUIREMENTS FOR SATISFACTORY ACADEMIC PROGRESS

### *Qualitative Progress Requirement*

- Students' cumulative Eastern Oklahoma State College grade point average (GPA) will be evaluated each semester. In order to meet graduation requirements for all students and programs, a cumulative 2.0 GPA is considered making SAP.

### *Quantitative Progress Requirement*

- At the end of each semester, a student must have satisfactorily completed two-thirds (2/3) of cumulative attempted hours, including transfer credits. Note: Attempted credit hours are those courses for which any grade appears on the student's transcript, including transfer credits, remedial courses, withdrawn courses, and repeated courses.

### *Maximum Time Frame Requirement*

- Students' must progress through their program to ensure that they will graduate within the maximum timeframe. Eastern Oklahoma State College calculates the pace at which a student is progressing by dividing the total number of hours the student has successfully completed (including transfer credits) by the total number he/she has attempted. A student is ineligible for financial aid when it becomes mathematically impossible for him/her to complete his/her program within 150% of its published length.

The maximum timeframe for which an undergraduate student may receive financial assistance may not exceed 150% of the published length of the student's academic program measured in credit hours, whether or not federal aid was received by the student during this time.

For instance, if the published length of an academic program is 64 credit hours, the maximum time frame during which the student will be eligible to receive financial aid must not exceed 96\* credit hours, note this will include transfer hours and prior learning credits that apply toward the degree.

*\*64 credit hours X 150% = 96 credit hours.*

### **Incompletes**

An incomplete (I) grade may be given to a student who, because of illness or other unique circumstances, has not been able to complete a course in the prescribed amount of time. A student receiving an "I" grade from an instructor will need to work with the instructor and Registrar regarding the terms of their "I" contract. The grade will be considered attempted but not completed until the "I" is removed and changed to a valid letter grade.

### **Repeated Courses**

Students may receive financial aid for repeating courses. When a course is repeated, the grade given at the end of the repeated course becomes the official grade. Both grades will remain on the permanent record, but the second grade is used to compute the GPA in the calculation of a student's Satisfactory Academic Progress status. Each repetition will count towards the attempted hours; however, only the course(s) being counted in the GPA calculation will be counted in completed hours for SAP.

### **Progression/Repeating a Course**

A student may retake for credit any course in which a grade of “D” or “F” has been earned. Only the second grade will be computed in the cumulative GPA. Both grades will appear on the transcript and are counted in total cumulative attempted hours.

### **Withdrawal from a Course**

Courses that a student withdraws from after the refund period are considered in “hours attempted” toward the maximum time frame as well as in cumulative attempted hours used in calculating completion rate.

### **Transfer Credits**

Transfer credit hours are subject to the Satisfactory Academic Progress measurements. Eastern Oklahoma State College calculates the pace at which a student is progressing by dividing the total number of hours the student has successfully completed (including transfer credits) by the total number he/she has attempted.

### **Changes in Major or Degree**

Students who want to change their major or degree must contact Eastern Oklahoma State College Counseling Office to request the change. The student is eligible to receive aid for no more than 150% of the credit hours required to complete the new program of study. The 150% limit is applied to all credit hours earned by the student while enrolled at Eastern Oklahoma State College, and includes transferred credits accepted from previously attended institutions.

## **CONSEQUENCES OF FAILURE TO MEET SATISFACTORY ACADEMIC PROGRESS REQUIREMENTS**

### **Warning**

The first time a degree/certificate seeking student fails to maintain satisfactory academic progress by the end of the semester, a warning period is automatically given. The student will receive an email of warning and the student does not need to appeal. The student has this warning period to improve his/her standing so he/she can meet the requirements of this policy. During this Warning period the student will receive financial aid through the regular process, assuming the student meets all other eligibility requirements. If after this warning period the student fails to improve enough to meet the satisfactory academic requirements, financial aid eligibility will be suspended.

### **Suspension of Aid - Appeal Process**

A student who has had his/her financial aid suspended after a Warning period because he/she is not meeting the requirements of this policy has the right to appeal. A student may appeal the suspension of financial aid due to exceptional circumstance. Exceptional circumstances may include but are not limited to illness, death of an immediate family member, or traumatic events in the student’s life. The student must provide supporting documentation to demonstrate the circumstance for not meeting the requirements of this policy.

Outcome of the Appeal can be:

1. Aid continues to be terminated.

2. The aid may be reinstated for a probation limited period of one semester as determined by the Financial Aid Appeals Committee. The Financial Aid Appeals Committee makes final determination. Students who wish to appeal should follow the steps and deadlines below:

### ***Appeal Steps***

Students who wish to appeal their termination of financial aid must complete the following steps:

1. Submit the Financial Aid Suspension Appeal Form and letter of request to the Financial Aid Appeals Committee.
2. Provide all required or requested documents, such as an updated plan of study provided by the academic advisor.
3. Provide supporting documentation with the appeal form, such as grade changes, medical documentation, or other materials supportive of the appeal.
4. The Appeal form and all documents should be received at Eastern Oklahoma State College Financial Aid Office.

### ***Appeal Deadline***

File your Appeal as early as possible but no later than one week prior to the start date of classes each semester. Allow up to 14 days to process your appeal once received by the Eastern Oklahoma State College Financial Aid.

### ***Notification of Appeal Determination:***

Students are normally notified in writing through the EOSC student e-mail if their appeal for reinstatement of financial aid is approved or denied.

### ***Student's responsibilities if appeal is granted:***

If a student's appeal is approved, he/she will be placed on Financial Aid Probation status. While on Probation, the student may receive financial aid for one semester. In order to be eligible for aid for subsequent semesters, the student must meet the terms of the appeal. For all Probation students this includes:

- Successfully completing all the courses attempted during the semester with no withdrawals from classes or a final grade of "F", "I", or "W" to increase their cumulative completion rate to meet standards.
- Increase cumulative GPA to 2.0 or higher after the Probation semester.
- Follow the academic plan that was submitted with their appeal.

Additional requirements may be listed on the appeal approval notice.

This policy was created and is maintained to be in compliance with Federal regulation 34CFR 668.34