



SATISFACTORY ACADEMIC PROGRESS (SAP)

Policy revised as of 2011-2012 academic year

Federal regulations require that all recipients of federal student financial assistance make satisfactory academic progress toward a degree or eligible certificate. Students applying for assistance through the Federal Pell Grant, Federal SEOG, Federal Work Study, Teach Grant, Oklahoma Tuition Aid Grant (OTAG), Oklahoma Tuition Equalization Grant (OTEG), Oklahoma's Promise, Federal Perkins Loan, Direct Subsidized Stafford Loan, Direct Unsubsidized Stafford Loan, Direct Parent PLUS Loan and Direct Graduate PLUS loan programs must meet **THREE (3)** requirements to maintain their financial aid eligibility at TU:

- 1 **QUALITATIVE:** Students must meet a required minimum cumulative grade point average.
- 2 **QUANTITATIVE:** Students are required to complete (pass) a minimum **67%** of hours they attempt.
- 3 **MAXIMUM TIME FRAME:** Students must complete their degree within a timely manner.

These **three (3)** requirements are summarized in the following charts. Failure to meet ALL of these minimum academic standards will result in the loss of federal financial aid eligibility. Students are expected to know, based on this Satisfactory Academic Progress Policy, when they may be placed on ***Financial Aid Warning, Financial Aid Suspension or Financial Aid Probation**. Satisfactory academic progress is reviewed at the end of each semester once grades have been posted to the academic transcript.

1. **Qualitative - Grade Point Average Requirement** - Each student must meet a required minimum cumulative grade point average to remain eligible for federal student aid.

Satisfactory Academic Progress Policy Requirements	Undergraduate Students	Graduate Students	Law Students
Total Hours Attempted from all Institutions	All Hours	All Hours	All Hours
Minimum Cumulative GPA Requirements	2.0 GPA	3.0 GPA	2.0 GPA

2. **Quantitative-Satisfactory Completion of Semester Hours Requirement** - Students must also successfully complete and pass **67%** of all courses they attempt. Grades of A, B, C, D, F, P, I, W and MG are all considered attempted hours. All transfer and repeat hours are included in this calculation. Courses dropped within the first 3 weeks of the semester will not be included in the calculation. Please refer to the Financial Aid Satisfactory Academic Progress Standards charts for Undergraduate Students, Graduate Students, PHD Students and Law Students.

Percentage of cumulative attempted hours a student must complete to remain eligible for Federal Student Aid	Undergraduate Students	Graduate Students	Law Students
Students must successfully complete:	67% of attempted courses	67% of attempted courses	67% of attempted courses

3. **Maximum Time Frame for Degree Completion** - Students must complete their degree program within an allotted timeframe to remain eligible for federal financial aid. The chart below indicates the timeframe in which a degree must be acquired. Be aware that hour limits are cumulative; therefore, **all accepted hours from all institutions attended will be included**, even if a student did not receive federal student aid. The Office of Student Financial Services recommends that students contact their academic advisor to ensure they are taking the courses necessary to complete their degree. For federal financial aid purposes grades of A, B, C, D, F, P, I, W and MG are all considered in the attempted hours. Courses dropped within the first 3 weeks of the semester will not be included in the attempted hours. **All transfer and repeat hours are included in this calculation.** Once students reach their maximum timeframe (150% of the published length of the program) for their specified degree, they are no longer eligible for federal student aid. If there are extenuating circumstances that prevented acceptable progress, students may request an extension of eligibility by submitting a petition to the Office of Student Financial Services. All petitions for federal financial aid reinstatement should be received no later than the first day of class in the semester the suspension takes effect.

Attempted Hours Allowed for Earning a Degree	Undergraduate	Graduate	Ph.D.	Law
150% of the published length of the degree program	186 hours - First Bachelor's Degree	54 hours - First Master's Degree	135 hours	132 hours

Repeated Coursework – Students may receive federal financial aid consideration to repeat a previously passed course once. Student may repeat failed courses until they have attained a passing grade. An “Incomplete” grade (I) that remains on the academic record at the time satisfactory academic progress is reviewed will be treated as not completed, but the attempted hours will be counted. Upon completion of the Incomplete (I) course, the grade and course will be given due credit in future consideration.

**Please note: Financial Aid Warning, Financial Aid Probation and Financial Aid Suspension are separate from Academic Probation and Academic Suspension.*

Satisfactory Academic Progress (SAP) Evaluation

Satisfactory Academic Progress is evaluated at the conclusion of each academic semester after grades have been posted. All attempted and transfer hours are counted during this evaluation. Courses dropped within the first 3 weeks of the semester will not be included in the SAP evaluation.

- **Good Standing** - students that are enrolled in an eligible program, in compliance with satisfactory academic progress and receiving federal aid.
- **A Financial Aid Warning** - is given for one semester to students who do not meet both requirements 1 and 2 shown above. This is a warning status and financial aid eligibility and payment of funds will be continued throughout the warning period. Note: A warning is not given to students regarding maximum time frame, it is the student's responsibility to know how many hours they have attempted and where they stand. Students

that have been placed on Financial Aid Warning may be removed from that status and return to Good Standing by meeting the completion rate and/or cumulative grade point average requirements as set forth in the Satisfactory Academic Progress Policy by the end of the Financial Aid Warning term.

- **Financial Aid Suspension** - will be required for students who fail to meet both requirements 1 & 2 after their initial Financial Aid Warning. Students cannot receive funds from the federal aid programs listed above while suspended. Students will be allowed to appeal their first suspension and if approved, will be put on Financial Aid Probation.
- **Financial Aid Probation** – is assigned to students who were on “Financial Aid Suspension”, appealed and have received an appeal approval. The status of Financial Aid Probation is given for the next period of enrollment for **one final opportunity** to demonstrate satisfactory academic progress. Federal financial aid is reinstated on probationary status for one payment period only, after the appeal is approved. The student will receive an approval letter along with a list of conditions that must be performed for reinstatement of federal financial aid for the upcoming semester. The student must comply with the completion and grade point average requirements by the end of the semester. After grades for the semester are posted to the student academic transcript, the Office of Student Financial Services will review the academic performance of the student to determine if the satisfactory academic progress requirements are met. If the student meets the SAP requirements at the completion of the semester, federal financial aid is continued for future semesters. If the student cannot mathematically achieve SAP standards in one payment period, an academic plan will be required.
- **Financial Aid Academic Plan** – is the status assigned to students who were on “Financial Aid Suspension”, appealed and have received an appeal approval but cannot achieve SAP standards within one payment period. Students in this category must follow an individually designed Academic Plan developed by the Academic Advisor to ensure achievement of satisfactory academic progress standards over an assigned period of time. Students remain eligible for federal aid as long as the conditions of the Academic Plan are met.
- **Rules are applied uniformly to all students whether or not federal aid has been received previously.**

Financial Aid Appeal Process

A student with extenuating circumstances may appeal a Financial Aid Suspension by submitting a Financial Aid Satisfactory Academic Progress Appeal form to the Office of Student Financial Services within two weeks of the date of the letter of suspension. Appeals must explain in detail why the student failed to meet the minimum academic standards, what extenuating circumstances caused the failure and how the situation has since improved. Examples of extenuating circumstances include, but are not limited to, illness, medical issues with immediate family members or a death in the family. Personal or financial issues with family, friends, or roommates are not considered extenuating circumstances. The Financial Aid Appeals Committee will evaluate all documentation submitted and the student's appeal will be approved or denied. The results of the appeal will be emailed to the student's TU email account within approximately ten working days from the submission date. **If the appeal is denied**, the student is responsible for paying for their own educational costs until the student improves his/her scholastic record to meet the minimum standards of academic progress. Students who were denied due to maximum time frame are responsible for paying for their own educational costs for the remainder of their degree program.

If the appeal is approved, the student will either be:

1. Placed on **Financial Aid Probation** for one semester only, or
2. Placed on an **Academic Plan** designed for completion rate and/or cumulative grade point average improvements until the standards of the SAP policy are met, not to exceed one year from the date of the Academic Plan.

The student's approval letter will explain all requirements that must be met during his/her probationary period to continue to receive financial aid.

Removal from Financial Aid Suspension Without Appealing

To re-establish federal financial aid eligibility without completing the appeal process noted above, students must meet all the criteria listed in the Office of Student Financial Services Satisfactory Academic Progress Policy. A student on Financial Aid Suspension can re-establish eligibility by meeting the standards of the SAP Policy by achieving a completion rate of **67%** and a required minimum cumulative grade point average without federal and/or state financial aid assistance.

Changing Majors

Students who change majors should contact the Office of Student Financial Services regarding how this will impact your satisfactory academic progress for federal financial aid.

Study Abroad or Consortium Classes

Any student who has completed a semester with study abroad or has a consortium agreement as a visiting student with another college or university must wait until the study abroad/visiting student grades have been submitted to TU to determine satisfactory academic progress. The student cannot receive federal financial aid for the semester following the study abroad/visiting student semester until the grades are received from the college or university in which the student was enrolled as a study abroad/visiting student and posted to the student's TU academic transcript.

If you are a Presidential Scholar with no federal financial aid, your next semester's funds will not disburse until academic transcripts have been received from the study abroad/visiting student program. All Presidential Scholars must complete at least twelve (12) credit hours per semester with a minimum 3.25 cumulative gpa. After study abroad/visiting student grades are posted to the student's TU academic transcript, eligibility for Presidential Scholar funding will be determined.

Changing from Undergraduate to Master's or from Master's to Doctoral Programs

If the student is beginning a new degree level, satisfactory academic progress begins in a clear status for the new program.

Students Who Have Been Out of Attendance for Over a Year

The University of Tulsa reviews satisfactory academic progress each payment period. If the student was not making satisfactory academic progress when last enrolled, provided it was more than a year ago, the student can be placed on Financial Aid Warning for the first payment period.

Part-Time Students

If the student receives part-time federal financial aid, the required hours completed for satisfactory academic progress will be reduced proportionately.

Transfer Hours

Transfer hours that are accepted by TU and are applied toward the student's current program, will be included as both attempted and completed hours.

Audit Courses

Grades of audit (AU) are not counted in the total hours attempted for any semester or as successful completion of the course. Students cannot receive federal financial aid for audit courses.

Independent Courses

Independent 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 federal financial aid for this type of course, please contact the Office of Student Financial Services.

Leave of Absence

The academic medical/military leave of absence policy for The University of Tulsa has no bearing on Federal Financial Aid as it pertains to the withdrawal and refund process.

Student Responsibility

Students are held responsible for reading and understanding the Satisfactory Academic Progress eligibility requirements and knowing their status at the end of each semester. For questions, contact the Office of Student Financial Services at (918) 631-2526.