

# **SATISFACTORY ACADEMIC PROGRESS**

Students must maintain an adequate rate of progress toward graduation as defined below. All periods of the student's enrollment will be evaluated after each Semester.

This rate of progress is measured using two criteria: Grade Point Average (G.P.A.) and Maximum Time Frame (MTF). Students who fail to meet the Satisfactory Academic Progress will be placed on a financial aid warning period. The warning period encompasses the next semester that the student attempts. Eligibility for aid will continue during the warning period. Once the warning period has elapsed, the student will not be eligible to receive Title IV Federal Financial Aid unless the minimum eligibility criteria are met or until the student has had an appeal approved by the Director of Financial Aid (see below for more information on appeals).

## **PROGRESS CRITERIA**

### **Grade Point Average**

Students must meet the following G.P.A. criteria. Progress measurements for the students G.P.A. are based on a 4.0 scale and are reflective of all credits attempted by the student, including credits that are accepted for transfer toward the students Ottawa University program of study.

<b>Total # Undergrad. Credits Attempted</b>	<b>Cumulative G.P.A.</b>		<b>Total # Grad. Credits Attempted</b>	<b>Cumulative G.P.A.</b>
0-23.99	1.60		0-6	2.0
24-53.99	1.80		7-12	2.50
54+	2.0		13+	3.0

### **Maximum Time Frame**

Maximum Time Frame (MTF) is defined as 150% of the program length measured in credit hours attempted. An undergraduate student who needs 128 credits to graduate must do so within 192 credit attempts. Likewise, a Graduate student who needs 36 credits to graduate must do so within 54 credit attempts. A student will lose eligibility for financial aid once it is determined that s/he is mathematically incapable of completing their program of study within the defined maximum time frame.

Undergraduate, Teacher Certification and Graduate Students will be evaluated using the time frame requirement as shown below.

Calculation example: If an Undergraduate student attempts 40 cumulative credits at the time of measurement, s/he must have earned at least 24 credits ( $40 \times 60\% = 24$ ) toward the program completion.

<b>Total # Undergrad. Credits Attempted</b>	<b>Minimum MTF</b>		<b>Total # Grad. Credits Attempted</b>	<b>Minimum MTF</b>
0-29.99	50%		0-12	50%
30-53.99	60%		13+	66.7%
54+	66.7%			

Incompletes, F's, NC's (no credits), and withdrawals are considered credits attempted but not earned. Grade changes and updates of incomplete and no credit grades would constitute re-evaluation and would be reflected in the new hours earned and/or hours graded total. Grade changes and transfer credits will only impact a student's eligibility for prior enrollment periods. A student's eligibility will not be re-evaluated during a semester for that same semester.

## Transfer Credits

For the purposes of measuring Satisfactory Academic Progress, all transfer credits accepted toward the students Ottawa University program of study will be used in calculating the Ottawa G.P.A. and MTF.

## APPEALS

Students have the opportunity to appeal the loss of federal financial aid eligibility by submitting a written appeal with **supporting documentation** to the Director of Financial Aid (or designee). Appeals should include information and supporting documentation regarding why the student failed to make SAP (e.g. death of a relative, injury or illness of the student or some other special circumstance) and **what has changed** in the student's situation that would allow the student to successfully complete the program of study.

The student should also provide details of what steps will be taken to prevent further SAP issues. The decision by the Director of Financial Aid (or designee) will be communicated to the student in writing and is considered final.

Students whose appeal is approved will be monitored after each semester. **Because there can be a delay in the timing of grades and SAP evaluations, the financial aid disbursements will be delayed pending confirmation that satisfactory progress is being maintained.**

Students who have changed programs may have their transcripts re-evaluated so that only courses applicable to their current program of study are considered.

## ACADEMIC PLANS, PROBATION & DENIAL STATUS

In some cases, an appeal will be approved and an academic plan may be developed that, if followed, will enable the student to meet the minimum SAP criterion and be removed from Financial Aid suspension. The student's academic performance will be monitored after grades are posted each term to ensure compliance with the plan. **Because there can be a delay in the timing of grades and SAP evaluations, the financial aid disbursements will be delayed pending confirmation that satisfactory progress is being maintained.** Failure to comply with the terms of the academic plan can/will result in the student losing Title IV eligibility at Ottawa University.

If an appeal is approved, the student will be placed on Financial Aid Probation. The student must improve his/her Cumulative G.P.A. and/or complete enough hours to meet the minimum standards stated above within the terms of the probation or risk being denied further Federal Financial Aid funding. If a student is denied Federal Financial Aid due to unsatisfactory academic progress, he or she may be reinstated upon request once the minimum standards are met, or if another appeal is approved.

**If, a student is denied Federal Financial Aid because of unsatisfactory academic progress, s/he will be responsible for any resulting financial obligations to Ottawa University.**

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