



NORTHEASTERN STATE UNIVERSITY STUDENT FINANCIAL SERVICES

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Academic Progress

Policy revised as of 2011-1012 academic year

Federal regulations require that all recipients of 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), Direct Subsidized Stafford Loan, Direct Unsubsidized Stafford Loan, Direct Parent PLUS Loan and Direct Graduate PLUS loan programs must meet THREE requirements to maintain their financial aid eligibility at NSU:

First, students are required to maintain a minimum cumulative grade point average.

Second, students are required to complete (pass) a certain percentage of hours they attempt.

Third, students must complete their degree within a timely manner.

These three requirements are summarized in the following charts. Failure to meet ALL of these minimum academic standards will result in the loss of financial aid eligibility. Students are expected to know, based on this Satisfactory Academic Progress Policy, when they may be placed on financial aid warning, probation, or suspension. Satisfactory academic progress is reviewed at the end of each academic semester once grades have been posted.

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

Satisfactory Academic Progress Policy Requirements	Undergraduate Students		Graduate Students
Total Hours Attempted from all Institutions	1-30 Credit Hours	31 Hours or more	All Hours
Minimum Cumulative GPA Requirements	1.70 GPA	2.00 GPA	3.00 GPA

2. **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, S, W, AW, WP, WF, I, N, NA, NP, X, and U are all considered attempted hours. All transfer hours are included in this calculation.

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

3. **Maximum Time Frame for Degree Completion** - Students must complete their degree program within an allotted time frame to remain eligible for financial aid. The chart below indicates the time frame in which a degree must be acquired. Be aware that hour limits are cumulative; therefore, all hours from all institutions attended will be included, even if a student did not receive federal student aid. Student Financial Services recommends that students who have attempted 150 hours toward their first Bachelor's degree logon to NSU's Degree Audit Reporting System (DARS) to ensure they are taking the courses necessary to complete their degrees. For financial aid purposes grades of A, B, C, D, F, P, S, W, AW, WP, WF, I, N, NA, NP, X, and U are all considered attempted hours. Once students reach their maximum time frame for their specified degree, they are no longer eligible for federal student aid.

Attempted Hours Allowed for Earning a Degree	186 hrs - First Bachelor's Degree 240 hrs- Additional Undergrad Work	48 hrs -First Master's 80 hrs -Additional Master's Work
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Repeated Coursework - Title IV funds may only pay for one repeat of a previously passed course. More than one repeated course will not be calculated in your enrollment status pertaining to Title IV funds.

Satisfactory Academic Progress 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.

- A **warning** is given to students for one semester who do not meet both requirements I. and II. shown above. This is a warning status and students can receive financial aid during their next semester of attendance. 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.
- **Suspension** will be required for any students who fail to meet both requirements I. and II. at the conclusion of their warning semester. Students cannot receive funds from the aid programs listed above while suspended.
- Rules are applied uniformly to all students whether or not aid has been received previously.

Appeal of Suspension

A student with extenuating circumstances may appeal a financial aid suspension by submitting a typed appeal to the Office of Student Financial Services. 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 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. A student's typed appeal should include:

- The reason(s) why the student failed to meet Satisfactory Academic Progress.
- Supporting documentation that may be pertinent to the student's appeal.
- An academic plan for success. (Details will be outlined in students suspension letter)

The Office of Student Financial Services appeal committee will evaluate all documentation submitted and the student's appeal will be approved or denied. The results of the appeal will be emailed/posted to the student's NSU Greenmail account within approximately ten working days.

If 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. 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 approved, the student will either be:

- Placed on probation for one semester only, or
- Placed on a continued probation based on the academic plan for success that they submitted with their appeal.

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

A student who fails to complete a single course or has a complete withdrawal from the university after receiving financial aid may be automatically placed on suspension.

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. If questions arise, contact the Office of Student Financial Services at (918) 444-3456.

**Please note: Financial aid warning, probation, and suspension are separate from academic probation and suspension.*