

**OKLAHOMA CITY COMMUNITY COLLEGE
FINANCIAL AID OFFICE FACT SHEET
SATISFACTORY ACADEMIC PROGRESS STANDARDS FOR RECIPIENTS OF FEDERAL TITLE IV
EFFECTIVE 2013-2014 AWARD YEAR**

HEOA: 34CFR 668.16 (e), 34CFR 668.32 (f), 34CFR 668.34, 34CFR 668.42 (c)(2)(i)(ii)

Each student receiving Federal Title IV Student Financial Assistance must maintain Satisfactory Academic Progress (SAP) by the standards provided in the policy which follows. Students not meeting these standards will be denied Federal Title IV Financial Assistance. Standards to be evaluated are qualitative (grades) and quantitative (PACE) and maximum hours attempted toward completing a degree or certificate). Federal Title IV programs to which these standards apply include: Federal Pell Grant, Federal Supplemental Educational Opportunity Grant, Federal Direct Stafford Loans (subsidized and unsubsidized), Federal Direct Plus Loans, Federal Work-Study, and Oklahoma Tuition Aid Grant (OTAG). Individuals who file the Free Application for Federal Student Aid (FAFSA) to receive funds from these programs must have their SAP evaluated even if they have never received Federal Title IV Student Financial Assistance. The SAP Policy is available in the College Catalog, College Student Handbook, and on the Financial Aid Office Webpage at <http://www.occc.edu/financialaid>. Detail on Fact Sheets. Individuals awarded Federal Title IV funded Student Financial Assistance will find a link to the SAP Policy in their email award notification letter. You may pick-up a copy of this policy from the Financial Aid Office. You may also contact Financial Aid at (405) 682-7525.

QUALITATIVE EVALUATION: Students who do not meet College Grade Point Average requirements established by the Oklahoma State Regents for Higher Education (OSRHE) are not able to take courses at OCCC unless an appeal is approved. Financial Aid cumulative GPA standards for Satisfactory Academic Progress (SAP) are as follows:

1-15	Semester credit hours earned	1.5 CGPA
15-30	Semester credit hours earned	1.7 CGPA
31+	Semester credit hours earned	2.0 CGPA

QUANTITATIVE EVALUATION: PACE: The cumulative rate of credit hours successfully completed as a percentage of cumulative credit hours attempted is a measure of the PACE at which a student receiving Federal Title IV program funds is progressing toward a degree or certificate. Transfer credit hours recorded on the college database that apply to any degree or certificate at Oklahoma City Community College will be counted in the evaluation formula for assessing PACE. The cumulative minimum rate or percentage of credit hours completed is 67% of cumulative credit hours attempted. The Financial Aid Office considers remedial or developmental credits in the calculation of PACE. Grades that are counted for successful cumulative completion are; A,B,C,D,P,S, and CIP. Grades not considered successful include; F,AW,W,I,NP, AU and U. A grade of I, once changed due to course completion will then be considered in qualitative evaluation of progress. **AUDITED COURSES:** Financial Aid Funds do not pay for AUDITED COURSES. If a course is changed to AUDIT, a student will have to repay Financial Aid funds if payment was based on credit hours for the AUDITED course. Students who wish the Financial Aid Office to re-evaluate SAP after a final grade is assigned must notify their Financial Aid Advisor in writing. Students taking courses under a Consortium Agreement, with OCCC the Home School, must submit their grade(s) at the end of each semester for use in evaluating SAP. Failure to submit grades will lead to an **Unsatisfactory Status** and cancellation of Title IV awards.

QUANTITATIVE EVALUATION: MAXIMUM CREDIT HOURS: The maximum number of credit hours allowable for a student receiving Federal Title IV Student Financial Assistance to complete a degree or certificate is 150 % of the credit hours normally required to complete a degree or certificate program. Remedial or developmental course credits are not counted toward the maximum credit hours attempted. However, transfer credits which will apply to any associate degree or certificate at OCCC are counted toward the maximum credit hours allowable. The maximum credit hours attempted for a specific program will be determined by the required credit hours in each program and used in the final evaluation.

****A STUDENT, UPON SAP EVALUATION, WILL BE DETERMINED INELIGIBLE IF THEY CANNOT COMPLETE THEIR PROGRAM OF STUDY BY THE TIME THEY REACH 150% OF THE CREDIT HOURS TO COMPLETE A DEGREE OR CERTIFICATE PROGRAM AT OCCC. THE STUDENT WILL HAVE TO APPEAL THE QUANTATIVE: MAXIMUM HOURS CRITERIA****

SAP STATUS: The evaluation of SAP occurs at the close of each payment period (semester). Students receiving Federal Title IV funded Student Financial Assistance must meet all SAP criteria to be making progress. Students placed on a **Warning** status are eligible to receive Federal Title IV funded Student Financial Assistance for their next semester of enrollment. Students not meeting Cumulative GPA requirements are placed on **Warning**. Additionally, if a status of **Academic Suspension** is assigned by the Registrar and posted to the College database, **Academic Suspension** prevents a student from taking courses for the next semester; therefore, the student is ineligible for financial assistance. Students assigned a **Notice** or **Probation** by the Registrar are able to enroll for courses. The Financial Aid Office also evaluates the Quantitative measures (**PACE** and **Maximum Allowable Credit Hours**). Students who have not met the 67% cumulative completion rate (**PACE**) at the time of evaluation will be placed on **Warning**. Students on **Warning** are eligible to receive Federal Title IV funded Student Financial Assistance for their next semester of enrollment. At the time of evaluation for a semester during which a student was placed on **Warning**, if the student has not met the 67% cumulative completion rate (**PACE**) the student will be placed on **Unsatisfactory Status** and is not eligible for Federal Title IV funded Student Financial Assistance. Students who exceed the **Maximum Allowable Credit Hours** for a degree or a certificate program at the time of evaluation each semester and have not earned a credential (associate degree or certificate) are placed on **Unsatisfactory Status**.

DEGREE COMPLETION: A student who completes associate degree or certificate program requirements, or those who graduate with a certificate or associate degree, are initially considered ineligible and must appeal to establish their educational goal (Financial Aid Academic Plan) and credit hours to complete a second degree or certificate from OCCC.

TRANSFER STUDENTS: Students who have attended other colleges and universities are required to submit academic transcripts to the OCCC Records Office by rules of the Oklahoma State Regents for Higher Education. Once transfer credits are evaluated and placed on the college database, the Financial Aid Office will consider all college level credit hours that apply to any degree or certificate program offered by OCCC when evaluating both **Course Completion Rate (PACE)** and **Maximum Allowable Credit Hours**. Transfer students to OCCC who have an earned associate degree, bachelors, masters and/or doctorate degree are considered ineligible initially and must complete an appeal form for Continued Eligibility and must establish their educational goal (academic plan) and the credit hours required to complete the degree/certificate from OCCC prior to review of the appeal.

APPEALS: All students who are placed on **Unsatisfactory Status** may appeal the status by completing the appropriate form online and submitting it. At the time of evaluation and the placement on **Unsatisfactory Status**, the student is notified through their college email and informed which type of appeal form to complete and how to access the online forms.

Students, who exceed the maximum hours attempted, meet graduation requirements, graduate, or transfer in with a degree(s) must complete the Continued Eligibility (CE) Appeal Form which is submitted to the OCCC Graduation Office for review of the student's Academic Plan for their declared major. The process assesses remaining courses to finish the program. This information is forwarded to the Financial Aid Office for a decision to approve or deny the appeal. Students are notified of the decision through their college email and if approved the timeline and standards that must be met.

Students who have not met the standards for successful credit hour completion rate (67%) of cumulative credit hours attempted, after being placed on **Warning**, will be placed on **Unsatisfactory Status** and may appeal using the online Suspensions Appeal Form and submitting it. The appeal form will be received and reviewed by a Financial Aid Advisor. Students are notified of the decision through their college email.

EACH APPEAL MUST EXPLAIN THE CIRCUMSTANCES IMPACTING PROGRESS AND WHAT HAS CHANGED THAT WILL NOW ENABLE THE STUDENT TO MAKE PROGRESS.

APPEALABLE CIRCUMSTANCES: Documentation of the circumstances that have contributed to a student not making Satisfactory Academic Progress must be submitted as additional documentation to the appropriate appeal form or the appeal will be denied. Circumstances that are unusual and clearly could impact a student's opportunity to meet SAP standards will be considered: Death of an immediate family member, student illness or an accident in which the student was involved and unable to attend classes, divorce, natural disaster directly impacting student, medical circumstances of an immediate family member requiring the student's care for an extended period.

****THE FINANCIAL AID ADVISOR WILL ONLY APPROVE AN APPEAL IF THE STUDENT WILL BE ABLE TO MEET OCCC FINANCIAL AID SAP STANDARDS AT THE END OF THE NEXT SEMESTER OF ENROLLMENT OR THEY WILL BE ABLE TO COMPLETE A FINANCIAL AID ACADEMIC PLAN/(FASP) IN A SPECIFIED TIMELINE, USUALLY TWO SEMESTERS****

PROBATION: If a student's appeal is approved, the student is placed on **Probation** for the next semester of enrollment. Conditions of the **Probation** semester will be stated in the email notification to the student. Conditions may include an individualized Financial Aid Academic Plan (FASP). At the close of the **Probation** semester if the student has not met the conditions set forth when the appeal was approved they will be placed on **Unsatisfactory Status** and will not be eligible for Federal Title IV Student Financial Assistance program funds. If the student meets or exceeds all SAP criteria at the close of the **Probation** semester, they are placed on **Satisfactory Status**.

***FINANCIAL AID SUCCESS PLANS:** The Financial Aid Office has the option, based on professional judgment, to initiate with a student placed on **Probation**, a Financial Aid Success Plan (FASP) to help move a student toward SAP in a specified time frame. The timeframe may be a number of semesters or the remaining time to complete the degree. This may include one or more of the following; referral to support services, a reduced course load, scheduled counseling sessions, adjustments to financial assistance. Students are expected to participate in their Financial Aid Academic Plan. Students on a FASP must maintain a semester PACE rate of 67% and semester GPA of 2.0. To be considered for a FASP, you must submit your appeal by the 16 week scheduled adjustment period.

REGAINING ELIGIBILITY: Students placed on **Unsatisfactory Status** by the Financial Aid Office, then placed on **Probation** after a successful appeal lose eligibility after one semester of **Probation** if they have not met SAP standards. Students may regain eligibility by taking at least six (6) credit hours on their own in each subsequent semester until they meet SAP standards. They may then submit an online Suspension Appeal Form to the Financial Aid Office explaining they have now met all Financial Aid SAP standards. The Financial Aid Advisor will review the student's cumulative history and if the student has met the SAP standards, will place the student on **Satisfactory Status** for the next semester of enrollment. A student on **Probation with a FASP** based on a **Continued Eligibility (CE)** appeal must meet all SAP standards each semester to remain on schedule to complete their Financial Aid Academic Plan. The Financial Aid Success Plan is void if the student does not meet SAP standards each semester (67% PACE and 2.0 GPA).

REPEATED CREDIT HOURS: Students may repeat a course as needed to replace a failing grade if the course is needed to complete degree requirements at OCCC. A passed course may be repeated once and counted for enrollment to earn a higher grade.

DEVELOPMENTAL COURSEWORK: Students may attempt up to 30 credit hours of developmental coursework and receive Federal Title IV Student Financial Assistance toward enrollment that is part of an Academic Plan based on assessment testing and academic advisement. Students who are in an eligible degree program and taking exclusively developmental coursework must earn a passing grade in each course to be considered to have met qualitative SAP criteria. Students taking a combination of regular coursework and developmental must meet SAP CGPA requirements and earn passing grades in all developmental courses to meet qualitative criteria.

ESL/IEP: Students for whom English is a second language (ESL) are required to document proficiency in English prior to admission for credit classes. This insures students have a reasonable chance to succeed in college coursework. Students may demonstrate or document proficiency through: Standardized Testing; High School performance; or transfer students must have successfully completed 24 college level credit hours where English was the primary language.

Students who take IEP courses as a means to document proficiency in English enabling them to begin college level credit courses will not be eligible for Federal Title IV Student Financial Assistance because these are not part of a Degree Plan and do not lead to an educational credential. These courses will not be counted in SAP evaluation or toward the 30 credit hour limit on Developmental coursework.