



2017-2018 Satisfactory Academic Progress (SAP)

SATISFACTORY ACADEMIC PROGRESS STANDARDS

Satisfactory Academic Progress (SAP) is basic academic standards to ensure successful completion of coursework leading to the timely receipt of a degree. In order to receive federal financial aid, state grants, or university need-based aid, students must meet SAP standards established by their university in accordance with federal regulations. We monitor all aid recipients' academic progress by the following measures:

Cumulative Grade Point Average based on their academic classifications

- Undergraduate by the end of the first academic year: 1.8
- Undergraduate by the end of the second academic year and beyond: 2.0
- Transfers: 2.0
- Graduate (Masters, Nursing, Doctoral): 3.0
- Law, Optometry, Veterinary Medicine, and Pharmacy: 2.0
- Dentistry: 2.25
- Medicine: Satisfactory as determined by the department

Completion Rate Percentage

- All undergraduate and graduate students are required to complete 67% of the credit hours attempted (attempted credits include all graded courses, transferred courses, testing credits, pass/fails, and repeats.)

Maximum Time Frame for completion of degree requirements based on their classifications or academic disciplines

- Undergraduates: 150% of the hours required to complete their degree programs (defined as credit hours attempted, which includes all graded courses, transferred courses, testing credits, pass/fails, and repeats)
- Graduates (Masters, Doctoral): 150% of the hours required to complete their degree programs (defined as credit hours attempted, which includes all graded courses, transferred courses, testing credits, pass/fails, and repeats)
- For the following disciplines the maximum time frames are defined in terms of 150% of the terms required to complete the respective professional programs:
 - Law: 9 semesters
 - Medicine: 14 semesters
 - Dentistry: 15 semesters
 - Optometry: 14 semesters
 - Veterinary Medicine: 13 semesters
 - Pharmacy: 12 semesters

For more information please see <http://sfa.osu.edu/contact-us/consumer-disclosure/satisfactory-academic-progress-policy> and then click on the SAP link.

Students can view their SAP status through their Student Center from <https://buckeyelink.osu.edu/> by selecting View Financial Aid under the Finances heading, the current aid year, and the SAP Status tab. Students that fail to meet any standard are deemed SAP Suspended and ineligible to receive federal financial aid, state grants, or university need-based aid.

REVIEW SCHEDULE AND WARNINGS

Students are strongly advised to monitor their OSU email account and their SAP status regularly. Notification of the change of SAP status is sent to the student via email to their OSU email account plus a student's SAP Status and academic details are visible anytime through their Student Center.

It is the student's responsibility to ensure they are meeting the requirements to maintain financial aid eligibility.

Cumulative GPA and Completion Rate are reviewed annually at the conclusion of the Spring term after the university's grade posting deadline for the term (see <http://registrar.osu.edu/registration/index.asp> for dates.)

Maximum Time Frame is monitored at the conclusion of each term after the university's grade posting deadline for the term

- Students who are approaching their maximum time frame are sent a warning notice to their OSU email account when they are within 24 hours or one term of reaching their program maximums.



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REESTABLISHING AID ELIGIBILITY

Students who become ineligible for financial aid can re-establish their eligibility in one of two ways:

- Attending classes at their own expense or using external financial assistance until such time as they are meeting all the SAP standards.
 - Once SAP standards are met, students must submit the Appeal of Satisfactory Academic Progress form, indicating that they are now meeting SAP standards and wish to be reconsidered for aid.
- Successfully appealing the suspension status.

If an extenuating circumstance prevented a student from achieving the SAP standards, they can petition for reconsideration of their eligibility for financial aid. The appeal must explain and document why the student failed to meet SAP and describe how the circumstances have changed that will allow them to be academically successful and meet SAP in the future. Prior to submitting an appeal, the student will need to complete a Free Application for Federal Student Aid (FAFSA) and be an admitted, active student at The Ohio State University. The appeal and necessary supporting documentation and statements must be submitted together at Buckeye Link, 281 W. Lane Ave., or a regional campus financial aid office for signature and initial review by the deadline for the term.

Before completing and submitting an appeal, the student should review the SAP policy to ensure they can meet the necessary requirements. Lack of knowledge of the policy will not be grounds for the approval of an appeal. For more information please see <http://sfa.osu.edu/contact-us/consumer-disclosure/satisfactory-academic-progress-policy>, and then click on the SAP link.

APPEAL DEADLINES

Appeals along with all supporting documentation must be received by a staff member at Buckeye Link, 281. W. Lane Ave., or a Financial Aid Counselor at any regional campus on or before the first Friday of the term to be considered for financial aid for the current term. Appeals received after the first Friday of the term will be reviewed to receive aid for the following term.

The appeal review process begins after the university's grade posting deadline for the prior term (see <http://registrar.osu.edu/registration> for dates.)

Below are the appeal submission deadlines:

Summer Session: May 19 **Autumn Semester:** August 25 **Spring Semester:** January 12

Note that fee payment deadlines are always before the semester start date and will not be extended. Not having financial aid to pay for your classes or other expenses does not excuse you from your responsibility of paying tuition and fees by the due date and will not be an acceptable appeal reason for failing to meet SAP requirements for the semester.

*Due to the timing of the fee payment deadline for summer session, you may receive aid for which you are determined to be ineligible once we review SAP after spring semester grades post.

Late fees will not be waived and you will not be excused from the Drop for Nonpayment process while your SAP Appeal is being reviewed. You are responsible for making full payment of your fees by the due date.

APPEAL DECISIONS AND CONDITIONS

Appeals are generally processed in the order they are received. The decision is communicated to the student via their OSU email account.

Students who successfully appeal their suspension due to **GPA or completion rate** are reinstated for financial aid eligibility through a probationary SAP status and assigned an academic plan. The academic plan provides specific semester requirements for GPA and/or completion rate. The individualized academic plan represents the minimum GPA or completion rate a student can receive each term to maintain probationary SAP status and their financial aid eligibility. Meeting the academic plan each term will correct the student's cumulative GPA and completion rate and return their SAP status to eligible. Students will remain on probationary status for the length of their academic plan provided they meet the conditions of their academic plan each term. Not meeting the plan for any term will result in a return to SAP Suspension and the loss of financial aid eligibility. The academic plan is visible on the Student Center from <http://buckeyelink.osu.edu> by selecting View Financial Aid under the Finances heading, the current aid year, and the To Do List.

Students who successfully appeal their suspension due to **Maximum Time Frame** only will return to eligible SAP status and will be given additional hours to complete their program.



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STUDENT NAME: _____ OSUID: _____ TERM: _____

STUDENT INFORMATION

- I AM MEETING ALL STANDARDS:** If you were previously SAP suspended but you are now successfully meeting all the SAP standards and wish to be reconsidered for financial aid, complete only the following (no other sections need to be Completed.)
 - Sign** the certification statement below (Academic Time Line not required)
 - Submit** to a staff member at Buckeye Link, 281 W. Lane Ave.; or a Financial Aid Counselor at your regional campus for initial review and signature. The appeal **must** be signed by a specialist/counselor prior to submitting to the Office of Student Financial Aid for final review and appeal determination. Failure to obtain the required supporting signature will delay the processing of your appeal.

Cumulative Grade Point Average: _____ Current Completion Rate: _____

Number of Hours Toward Maximum Time Frame: _____ Maximum Time Frame: _____

- I AM NOT MEETING ALL STANDARDS:** Please read and complete the SAP Appeal Process below for financial aid consideration.

REQUIREMENTS FOR COMPLETING THE SAP APPEAL PROCESS

1. **A personal statement is required. Detail the extenuating circumstances (e.g. personal illness or injury, a death in the family) which prevented you from maintaining SAP and the steps you have taken to resolve the issue(s).**
 - **GPA:** Address specific courses and/or terms under the GPA standard based on your academic classification.
 - **Completion Rate:** Address specific courses attempted but credit was not earned (grades E, EN, NEN, I, IX, NP, U, UEN, W, and P)
 - **Maximum Time Frame:** Address circumstances that resulted in current excessive unit situation; Address specific courses attempted where credit was not earned (grades E, EN, NEN, I, IX, NP, U, UEN, W, and P.) A student who completes the academic requirements for a program but does not yet have the degree is not eligible for further additional financial aid funds for that program.

If you have previously appealed your SAP determination, include an explanation of the extenuating circumstances that led you to fail to meet the conditions of your previous appeal.

2. **Documentation or statements that support your situation is required.** Documentation must be submitted to support the extenuating circumstances that negatively impacted your ability to make SAP and to verify resolution of the extenuating circumstances. Documentation should also confirm what you are doing differently that shows you will succeed. Third party documentation from a professional familiar with your situation is required. Examples include statements on official letterhead from a physician, therapist, employer, attorney, or a counselor with the Office of Disability Services, the Student Advocacy Center, or other counseling offices/agencies etc. Additional documentation may include police reports, medical documentation, death notices, transcripts from previous universities, and so forth.

If all terms are not addressed and documented, the appeal will be denied for lack of documentation.

3. **Have your advisor or dean complete the enclosed Academic Timeline Form.** If you are pursuing a double major, please have an academic timeline completed for each major.
4. **Submit to a staff member at Buckeye Link, 281 W. Lane Ave., or a Financial Aid Counselor at your regional campus for initial review and signature.** The appeal must be signed by a specialist/counselor prior to submitting to Buckeye Link or the regional campus Student Financial Aid Office for final review and appeal determination. Failure to obtain the required supporting signature will delay the processing of your appeal.

Please do not submit original documents and retain a copy of the complete appeal for your records. Note: Do not submit this form or any supporting documents via email.



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CERTIFICATION STATEMENT

I have read the Satisfactory Academic Progress (SAP) Information Sheet and requirements for completing the SAP appeal process. The appeal and documentation I am submitting is true and complete to the best of my knowledge and will be reviewed as is. I understand that any false or omitted information could result in denial, reduction, and/or required repayment of financial aid.

If my appeal is approved, I will follow the academic timeline outlined by my advisor. I understand I must meet the academic plan established by the Student Financial Aid Office (if applicable.) If I do not meet these terms, I will be denied financial aid for future semesters.

Student signature (please sign)

Name (please print)

Date

Buckeye Link staff /Financial Aid staff signature
(please sign)

Name (please print)

Date



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STUDENT NAME: _____ OSU ID: _____ TERM: _____

ACADEMIC TIMELINE (REQUIRED)

Must be completed with an academic advisor or dean in the student's college office. Complete an academic projection for this student's next four terms. (Can be fewer than four terms only if the student will graduate in fewer terms)

Table with 3 columns: Term: hours, Year, # of hours. Includes a TOTAL row.

Table with 3 columns: Term, Year, # of. Includes a TOTAL row.

Table with 3 columns: Term: hours, Year, # of hours. Includes a TOTAL row.

Table with 3 columns: Term, Year, # of. Includes a TOTAL row.

I have reviewed and agreed to this timeline with my academic advisor _____ (student initials)

STUDENT'S APPEAL SITUATION (REQUIRED)

Please check the criterion/criteria for which the student is appealing:

- Below GPA Appeal
Completion Rate Appeal
Maximum Time Frame Appeal:

_____ in _____ requires _____ additional hours to graduate _____. (Degree) (Major/Plan) (Number of hours) (Expected Graduation Date)

Include any anticipated transfer credit in the number of additional hours.

ADVISOR / DEAN VERIFICATION (REQUIRED)

Advisor/Dean Signature _____ Date _____

Advisor/Dean Name (Please Print) _____

Advisor/Dean Email Address _____ Phone Number _____

Preferred Method of Contact:

Email [] Phone []