**SAP Policy**

Federal regulations require the University to establish reasonable standards for measuring academic progress. The University must monitor participants in student financial assistance programs to ensure that those academic standards are met, and that students make real progress toward completing their degrees. The policy must contain a qualitative component, a quantitative component, and an overall timeframe component. A student must maintain satisfactory academic progress regardless of whether the student was a previous recipient of financial aid or not. Oakwood University has 3 measures of Satisfactory Academic Progress: Grades - G.P.A (Qualitative), Pace (Quantitative), and Time Frame. All of these standards are measured on an annual basis after Spring semester grades are posted (financial aid usually sends notification in late May to mid June) unless the student is on Financial Aid Probation which may require term to term monitoring.

**Grades/G.P.A. - Qualitative Component**
The University’s current academic standards are the qualitative standards for this policy. This policy articulation also recognizes the cumulative grade point average as the sole numeric measure. Federal regulations require students who have earned 61 or more hours (juniors and seniors) to maintain the minimum cumulative grade point average required by the University for Graduation. Those minimum standards are as follows:

<table>
<thead>
<tr>
<th>Hours Attempted</th>
<th>Required GPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>0-29</td>
<td>1.70</td>
</tr>
<tr>
<td>30-60</td>
<td>2.00</td>
</tr>
<tr>
<td>61-92</td>
<td>2.00</td>
</tr>
<tr>
<td>93-128</td>
<td>2.00</td>
</tr>
</tbody>
</table>

*Graduate students must maintain a cumulative 3.00 GPA by the end of 12 attempted credit hours to continue to receive federal financial assistance.*

**Pace - Quantitative Component**
A student’s cumulative hours passed must be at least 67% of the cumulative hours attempted. For example, a student enrolling in 15 hours per term for two semesters would be required to pass 20 of those hours to retain financial aid benefits. A student enrolling in 6 hours per term for 2 semesters would be required to pass at least 8 hours. This component will be evaluated at the time of each application. A student who has attempted 60 semester hours must have passed 40 of the hours attempted.

**Time Frame**
Federal regulations require that we track the academic progress of financial aid recipients from the first date of enrollment at Oakwood University, whether or not financial aid was received. Credits transferred from all other credit sources will be considered as attempted and completed credits in the evaluation of the completion rate standards.

Students are no longer eligible to received Title IV federal financial assistance after attempting 150% of the published academic program hours. For instance, if the published length of an academic program is 128 hours, the maximum time established by the University must not exceed 192 attempted credit hours (that is, 128 x 1.5)
For graduate students, if the published length of the program is 36 hours, then the maximum time allowed to complete is 54 hours (that is 36 x 1.5).

Students whose attempted credits, including transfer credits, exceed the 150% timeframe for any reason will be placed on Financial Aid Denied status, not Financial Aid Probation. No financial aid will be disbursed for the student during subsequent semesters/terms unless the student has made an appeal of the Financial Aid Appeals Committee and the appeal is granted.

**Transfer, Summer, Consortium and Transient Hours**
Students transferring to the University are assumed to be maintaining reasonable academic progress. All hours transferred from prior or concurrent attendance at other schools will be considered in establishing the class standing for grade requirements, and are integral in determining the overall time frame allowed for financial aid eligibility. GPA's from other University's will not factor into your cumulative GPA at Oakwood University. This method will also be applied to former Oakwood students.

**Grades**
Courses with non-assigned grades, including withdrawals are considered in determination of the percentage of hours completed toward the degree. Refer to the University Bulletin for the regulations concerning the effect on cumulative hours and cumulative hours attempted. Acceptable grades are A, B, C, D, P. Unacceptable grades are F, I, W, NC, FA, AU, DG, U. All of these grades are considered in evaluating the qualitative, quantitative and overall time frame components.

**Loss of Aid Eligibility**
According to federal regulations, a student is not allowed to receive further aid from Title IV Student Financial Assistance if he or she does not meet the University’s standards of satisfactory progress. Additionally, certain state and institutional scholarships may be rescinded because of failure to make reasonable progress. Certain scholarships awarded by the Office of Enrollment Management will be forfeited immediately when the grade point average falls below a prescribed minimum, which may be stricter than the minimums cited for federal purposes. Students who become ineligible to receive further federal aid will be notified at the address listed on the most recent Student Aid Report (SAR) obtained by the Office of Financial Aid, or a more recent one, if provided by the student prior to the last day of the semester. Students receive first notice of grades, and are held responsible to monitor the cumulative grade point average. All other notices are a courtesy of the University.

**Appeals**
The following procedure has been established for those who lose federal Title IV Financial Assistance eligibility due to failure to maintain satisfactory academic progress. The procedure must be followed precisely and without exception. Failure to adhere to the procedure as prescribed may result in an automatic denial.

NO PERSONAL APPEARANCES WILL BE GRANTED before the Financial Aid Appeals Committee. (Note: This appeal is for determining the eligibility for Federal Financial Aid.)

1. You must submit an application for appeal and an accompanying letter, indicating the reason(s) why you failed to complete the necessary hours, or attain the required GPA during the prior academic period. You must submit legitimate documentation supporting your claim or rationale (i.e., CURRENT physician’s statement outlining ailment, family death certificate). Furthermore, you MUST outline the steps taken to correct your lack of academic performance and submit an academic plan. Students may appeal on the basis of injury or illness, the death of a relative, or other special circumstances. The appeal must explain why the student failed to make satisfactory progress and what has changed in his situation that will allow him/her to make satisfactory progress at the next evaluation. If the committee feels that the student
will meet SAP standards by the end of the next payment period, he/she may be placed on probation without an academic plan.

2. Each applicant is limited to a maximum of two academic appeal requests within a four or five-year undergraduate program.

3. Appeal hearings will be scheduled by the Chair of the Appeal Committee. No other hearings will be scheduled, except as deemed necessary by the discretion of the Chair of the Appeal Committee.

4. The appeal application will be reviewed and a decision made within seventy-two (72) hours of the scheduled hearing. Decisions and related provisions will be announced in writing by the Financial Aid Committee and are final. The decisions may be:

   a) Acceptance of your appeal provisionally, with a probation period of 1 semester during which you will be required to satisfy the quantitative requirements and/or attain the required GPA. The student must be reviewed at the each payment period to determine whether he/she is continuing to meet the criteria set forth in the academic plan. The student is eligible for aid as long as he/she continues to meet the provisions in the plan.

   b) Denial of your appeal.

**Condition of Approved Status**

Students are expected to participate in a no less than six (6) MANDATORY in-office academic counseling session throughout the current probationary semester with an assigned CAS Advisor. A minimum of six (6) counseling sessions will be required and the attainment of a 2.00 current G.P.A. in order to maintain eligibility of Federal Title IV financial aid (ex. Stafford Loan Program, Pell grant, Federal Work Study, SEOG, etc.). These sessions are available and designed to assist students in improving their academic standing, and to provide needed assistance while monitoring progress toward reaching a minimum G.P.A. of 2.00. FAILURE TO COMPLY WITH THESE CONDITIONS WILL RESULT IN FORFEITURE OF RECEIVING ANY FUTURE FEDERAL TITLE IV FINANCIAL AID.

The general deadline for submitting the appeal is June 30, unless modified by the Chair of the Appeal Committee. All applications for appeal must be submitted to Oakwood University; Office of Financial Aid; 7000 Adventist Blvd.; Huntsville, Alabama 35896.

**Academic Plan:** The plan must ensure that the student is able to meet the school’s satisfactory progress standards by a specific time. Students must appeal to change their plan. They must explain what happened to make the change necessary and how they will be able to make academic progress.

**Reinstatement**

Students who lose eligibility for Title IV financial assistance because of failure to maintain reasonable progress towards a degree may reapply. No reapplication will be considered until the student clears the deficiency or attains the minimum grade point average.

Revised 03/03/2014