OKLAHOMA CITY COMMUNITY COLLEGE – FINANCIAL AID OFFICE
SATISFACTORY ACADEMIC PROGRESS STANDARDS
FOR STUDENTS RECEIVING FEDERAL STUDENT AID

Satisfactory Academic Progress Overview
Federal Regulations require Oklahoma City College (OCCC) to monitor the academic progress of all students who receive or apply for Financial Aid. Students' progress is measured by Federal requirements of minimum GPA, Completion Rate and Maximum Timeframe at the end of each semester. Transfer credits are used when determining a student's SAP status. Students who fail to maintain Satisfactory Academic Progress (SAP) will be suspended from receiving Federal Student Financial Aid at OCCC. Students are notified of their SAP status through their OCCC student email and their Student Portal. Students may appeal their suspension, but this can never be considered an assurance for re-establishing aid eligibility.

Students who are not meeting minimum GPA and/or Completion Rate are allowed one **Warning** semester before being suspended. At the end of the warning semester a student must be meeting all SAP standards or they will be suspended from receiving aid. A student who has exceeded the maximum timeframe are not allowed a warning semester

Standards
All students receiving financial aid must meet the following standards for each semester they receive financial aid at OCC. A student's entire academic history from all colleges/universities must be used to evaluate their academic progress.

Cumulative Grade Point Average (GPA)
Students receiving Federal Student Aid are required to meet the following minimum GPA requirements:
- 1.70 cumulative GPA for less than 31 attempted credit hours
- 2.00 cumulative GPA for 31 or more attempted credit hours
  NOTE: A 2.00 GPA is required for graduation at OCCC

OCCC Financial Aid office calculates a GPA that may be different than the one used by the rest of the college. OCCC is required to calculate a GPA for all attempted coursework, even courses that may not be counted toward graduation such as developmental coursework.

Cumulative Completion Rate
Students must complete 67 percent of all course work they attempt. To calculate pace, OCCC divides the hours the student has passed by the hours attempted. Pace is negatively impacted when a student withdraws from or fails to achieve a passing grade in a course. Failing grades and withdrawals count toward attempted hours, but not toward completed hours. Successful Grades that are counted in cumulative completion are; A, B, C, D, P, S, and CIP. Unsuccessful Grades include; F, AW, W, I, NP, AU and U. Grades of I, once changed due to course completion will then be considered in qualitative evaluation of progress.
Example: If a student completed 6 of 9 hours attempted then his completion rate is 67 percent. (6/9 = 0.67)   This student has met the completion rate requirement.
Example: If a student completed 6 of 12 hours attempted then his completion rate is 50%. (6/12 =0.50) This student has not met the Completion Rate requirement.

Maximum Hours
For degree completion federal rules allow 150% of the hours required for the degree being pursued. 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. The average OCCC degree requires 60 credit hours. 150% of 60 hours is 90 hours.

An OCCC student who has attempted more than 90 credit hours or has completed and associate's degree or higher must submit an appeal requesting Continued Eligibility. Transfer credits which will apply to any associate degree or certificate at OCCC are counted toward the maximum credit hours allowable.

Transfer students are required to submit all official transcripts to OCCC Records Office. Once transfer credits are evaluated and placed on the college database, the Financial Aid Office is required to consider all college level credit hours that apply to any degree or certificate program offered by OCCC. If it is determined the student cannot complete an OCCC degree within 90-credit hours, the student must appeal to determine eligibility.

Re-establishing Eligibility
Students may re-establish their financial aid eligibility one of two ways:
1. Continue with courses and pay for classes without financial aid until the student reaches minimum standards.
2. Appeal their suspension. However, there is never a guarantee that the appeal can be approved. Therefore, students should make alternative plans to pay for their education if they want to continue working on their degree in case the appeal is denied.

Appeals
Students wishing to appeal their suspension must complete and submit the appeal before the first day of class. The student's appeal must explain the unusual circumstances impacting progress and what has changed that will now enable the student to make progress.
The financial aid office will review the appeal. Students will be notified of the decision through their OCCC student email. The decision is final.

Probation
If the advisor approves an appeal, the student will be placed on probation. Probation terms require:
- Minimum 2.0 GPA for each semester
- Minimum Completion Rate of 67% for each semester
- All enrolled courses must be part of the student's degree plan

Students who fail the terms of their probation will be suspended again and must submit to the appeal process again in order to reestablish eligibility. Second probations can rarely be approved.
Students who are on probation for maximum hours (more than 90 attempted hours) cannot change their major without being suspended at the end of the term.

Financial Aid Academic Success Plans
Students whose probation will require more than one semester to meet SAP are required to complete a Financial Aid Academic Success Plan. The Success Plan may require meeting with a learning support specialist and/or academic advisor, reduced course load, scheduled counseling. Students are expected to participate in their plans to establish ways to improve their success. Students on a Success Plan are required to meet the 2.0 GPA and 67% Completion Rate each semester.

Repeated Courses
Students may repeat a course as needed to replace a failing grade if the course is required for your OCCC degree plan. A passed course may be repeated only once to earn a higher grade. A grade of D or better is considered passing for Federal Student Aid eligibility.

Audited Courses
Financial Aid Funds cannot pay for Audited Courses. If a course is changed to AUDIT, a student will have to repay any Financial Aid funds received for an 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.

Consortium Agreement
Students taking courses under a Consortium Agreement with OCCC as the Home School, must submit their official transcripts at the end of each semester for use in evaluating SAP. Failure to submit transcripts will result in a cancellation of Federal Student Aid until transcripts are submitted for SAP review

Developmental Courses
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 developmental coursework must earn a passing grade in each course to be considered to have met qualitative SAP criteria

ESL Courses
Students who take ESL 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.

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