

Hoot Addendum

Updated/Added September 19, 2016

SATISFACTORY ACADEMIC PROGRESS (SAP)

Federal Regulations specify that a student must be making progress towards his or her academic degree in order to receive Financial Aid. To remain eligible for federal, state and most institutional aid, a student must maintain "Satisfactory Academic Progress" as specified below.

Satisfactory Academic Progress (SAP) is a measure of whether a student is progressing adequately toward completion of his or her course of study. It is determined in terms of grade point average and completed courses.

Definition of Satisfactory Academic Progress:

Qualitative Measurement: GPA Requirement

- Undergraduate students are required to have and maintain a 2.0 cumulative Otis GPA at the end of each semester.
- Graduate students are required to have and maintain a Pass or Low Pass on all their classes at the end of each semester.

Quantitative Measurement: Pace Requirement

- Undergraduate students must complete their degree within 195 credits (130 credits x 150%).
- Undergraduate students who entered as Freshman in the 2014-15 Academic Year and after must complete their degree within 180 credits (120 credits x 150%).
- The Minimum Cumulative Completion Rate for Otis is 67% (130/195 or 120/180). Anything below 67% does not meet the SAP standards.
- A student's completed credits are divided by the attempted credits to establish if the student is on pace to graduate within 150% of their program length.
- Periods when an enrolled student does not receive Title IV aid will still be counted toward the Maximum Time Frame, including the summer term. Transfer credits will be added to both earned and attempted credits, but the GPA of the transfer credits will not be considered.
- Students who repeat coursework can only receive aid for the same class for a maximum of two times. If the student fails the course again and is required to take the same course a third time, they will be ineligible to receive aid for that course.
- Changes in majors or degrees will be a matter of professional judgment and will be done on a case-by-case basis.

Additional Institutional Requirements (Otis Grant): Unit Requirement

- Undergraduate students are required to complete at least 12 credits per semester to maintain SAP.
- Graduate students are required to complete at least 9 credits per semester to maintain SAP.
- If a student receives a failing or incomplete grade, audits or withdraws from a class, these credits cannot be counted toward credit requirements.

Important Notes Regarding Institutional Aid

- Any and all Otis Grants and scholarships are not earned until after the completion of the tuition adjustment period as published in the student handbook.
- Students who drop below full-time status or withdraw before the completion of the tuition adjustment period as published in the student handbook forfeit all Otis grants and scholarships.

SAP Process:

Satisfactory Academic Progress is monitored on a per semester basis.

1. The first time a student does not meet any one of the SAP Standard Requirements they will be given a *warning* letter, and their financial aid account will be placed on "Warning".
2. A consecutive semester of not meeting any one of the SAP Standard Requirements will result in a *suspension of financial aid funds* and the student will be placed on "Unsatisfactory SAP" status.
3. The student will remain ineligible for financial aid until the student has met the requirement for reinstatement by fulfilling the standards or by submitting an appeal.
4. Students who are academically dismissed will also be suspended from receiving any type of aid. They regain eligibility once readmitted by the Academic Standing Committee and a Satisfactory Academic Progress Appeal form is approved by the Financial Aid Office.

Appeal Process/ Regaining Eligibility:

Students who are determined ineligible for financial aid due to lack of Satisfactory Academic Progress (SAP) may appeal this decision. Students must complete and submit a SAP Appeal form to the Financial Aid Office before financial aid will be awarded. Students will be notified of the SAP Appeal decision via Otis student email.

Students have the responsibility to respond to the Financial Aid Office correspondence regarding suspended financial aid eligibility. Students must list any mitigating circumstances which prevented them from completing Satisfactory Academic Progress and must submit their SAP Appeal within the timeframe in their Suspension Letter.