

OHIO NORTHERN UNIVERSITY

Satisfactory Academic Progress Policy

College of Law

To participate in the Title IV Student Aid Program (Federal Direct Student Loans, Federal PLUS Loans, Federal PELL Grants, Federal Supplemental Educational Opportunity Grants, Federal TEACH Grants and Federal Work Study Funds), Ohio Northern University must take steps to fulfill federal requirements to implement and make public the standards for satisfactory academic progress that students must meet to be eligible to receive Title IV financial assistance. These standards are for financial aid purposes only, but are at least as strict as the academic policies set forth for all students (regardless of Federal Student Aid use) at Ohio Northern University. In addition, the standards are applied consistently to all students within the same college pursuing the same level of degree.

Satisfactory academic progress is monitored using three standards:

1. Completion Rate

A student must complete 67% of all hours attempted for financial aid eligibility. This is determined by dividing the total hours attempted by the total hours earned. All hours attempted at ONU or transferred to ONU will be counted in the calculation of completion rate including:

- Transfer credit hours accepted by ONU
 - Transfer credit hours will count in both attempted and earned hours
- Repeated courses, failed courses and withdrawals
 - Repeating courses will add to the total number of attempted hours but will only count once as earned hours. Once a student has passed a course (earned a grade of D or higher), they may only retake the course one time and receive financial aid for the course. Three or more attempts to take a course, that has previously been passed, cannot be funded with Federal financial aid.
- Hours enrolled during semesters in which federal financial aid is not used
- Hours enrolled before a change of major or degree
- Hours enrolled for a previous degree

Grades of A, B, C or D will count in both attempted and earned hours. Grades of F, I (incomplete), U (unsatisfactory) and W (official withdrawal) are counted as attempted hours, yet will NOT count as earned hours. Student completion rate is re-reviewed in any case where an I (incomplete) grade is changed to a letter grade, no matter when the grade change occurs.

2. Maximum Timeframe

A student can only receive financial aid for a maximum of 1.5 times the total credit hours required for his/her degree program. For the College of Law, the maximum timeframe is 135 credit hours. Any hours attempted, but not completed will count. All hours included in completion rate, listed above, are included in the calculation of maximum timeframe.

3. Grade Point Average (GPA)

All College of Law students must achieve a cumulative GPA of 2.0 and maintain this GPA for the duration of their eligibility. Grades of I (incomplete) will not be calculated in the cumulative GPA. At the time in which the I grade is changed to a letter grade a re-review of SAP eligibility will occur, no matter when the grade change occurs. In the case of repeated courses, only the last grade earned is counted towards the cumulative GPA. Grades earned for remedial courses will count towards GPA.

Review

Following the end of term processing of grades for spring semester the financial aid office will review completion rate, timeframe and GPA for each student enrolled in the College of Law.

From this review, students will be assigned one of the SAP statuses listed below. Students assigned a status of “unsatisfactory progress” will receive a letter from the financial aid office (prior to the start of the next academic year) regarding their status and steps the student can take to regain federal financial aid eligibility.

1. *Good Standing* – applies to any student who passed the appropriate number of earned hours to attempted hours, has not exceeded the maximum total attempted hours allowed for their program and whose GPA meets the requirements listed above.
2. *Unsatisfactory Progress* – applies to a student who has not met the requirements for completion rate, GPA and/or attempted hours. This student is not eligible for federal financial aid until requirements are met in each of the three standards listed above. To regain eligibility a student may do either of the following*:
 - i. Continue enrollment and pay for courses without federal financial aid until the requirements listed above for completion rate and GPA are once again met. Please note that not taking classes for a term, or multiple terms, will not allow a student to regain eligibility. The student must be earning hours and/or grades to impact SAP eligibility.
 - ii. Have a SAP appeal approved. SAP appeals must be submitted in the manner outlined below.

*Students who have exceeded the maximum timeframe allowed may only regain federal financial aid eligibility through an approved SAP appeal. An academic plan signed by the student's academic advisor will be required. The Office of Financial Aid will review the credits attempted that apply towards the student's program of study in order to determine future financial aid eligibility.

Appeal Process

1. A student who wishes to appeal an unsatisfactory progress determination must submit a SAP Appeal Form to the Office of Financial Aid within the first seven days of the semester. There is no limit on the number of times a student may submit a SAP appeal. SAP appeals are reviewed based on extenuating circumstances such as serious injury or illness involving the student, death of an immediate family member or other circumstances beyond the student's control that prevented them from achieving satisfactory progress. Each student's circumstance is reviewed on an individual basis. Students appealing will be required to submit an academic plan that sets academic goals each semester to either achieve SAP "good standing" or reach graduation. Students will also be required to submit documentation related to the circumstances of their appeal. If documentation is requested by the SAP committee, it must be submitted within fourteen days in order for the SAP appeal to be reviewed.
2. The SAP review committee will review the appeal and determine whether the financial aid termination is justified. The student will be advised in writing of the decision and may be asked to meet with a financial aid counselor to plan for future semesters. The following outcomes may occur from a SAP appeal:
 - a. SAP appeal is approved and the student is placed on financial aid probation. Financial Aid Probation applies only to a student who has failed to meet SAP standards and has had an appeal approved by the financial aid office. A student is placed on probation for one semester only with the expectation that the student will meet SAP standards at the end of that semester. If SAP standards are not met at the end of the semester the student loses eligibility for federal financial aid for future semesters. To regain federal financial aid eligibility the student would need to submit a new SAP appeal or pay for courses each semester, without federal financial aid, until SAP standards are met.
 - b. SAP appeal is approved and the student is placed on an academic plan. A student is placed on an academic plan when it is determined that more than one semester will be needed in order to meet SAP standards again. As part of the appeal process the student will be required to meet with an academic advisor to develop an academic plan that will set goals for each semester to make progress towards meeting SAP standards. The student must meet these set goals each

semester to continue to be eligible for federal financial aid until the student is back into SAP “good standing” status. If the student does not meet the goals set for each semester, the student becomes ineligible for federal financial aid and must submit a new SAP appeal or pay for courses each semester, without federal financial aid, until SAP standards are met. Students whose appeal is approved for exceeding the maximum timeframe will be required to submit an academic plan that outlines how the student will reach graduation in an appropriate timeframe.

- c. SAP appeal is not approved. If a student’s SAP appeal is not approved, the student may choose to continue enrollment and pay for courses without federal financial aid until the requirements for completion rate and GPA are once again met or until a SAP appeal submitted for a subsequent semester is approved. Please note that not taking classes for a term, or multiple terms, will not allow a student to regain eligibility. The student must be earning hours and/or grades to impact SAP eligibility.
 - i. A student wishing to appeal the decision of the SAP review committee may do so in writing to the Vice President of Enrollment.

Summary

Students are encouraged to review these standards and to be knowledgeable relative to individual progress and financial assistance. The University recognizes that circumstances and conditions regarding these standards may require the discretionary judgment of the aid office. Examples of such conditions include changing majors or career objectives as well as various personal reasons. If there are questions regarding these conditions, the student should contact the Director of Financial Aid.