

OHIO NORTHERN UNIVERSITY

Satisfactory Academic Progress Policy

Colleges of Arts and Sciences, Business, Engineering and Pharmacy

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 and are applied consistently to all students within the same college pursuing the same level of degree. The standards must be met for student eligibility for all Title IV Student Aid (listed above) as well as eligibility for the Ohio College Opportunity Grant (OCOG) and the Health Professions Student Loan (HPSL).

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 (including courses taken through the College Credit Plus program)
 - 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
- Remedial courses (such as AASG 0961, AASG 0971 and AASG 0991)

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. Maximum timeframes for each program at ONU are listed below. Any hours attempted, but not completed will count. All hours included in completion rate, listed above, are included in the calculation of maximum timeframe.

College	Degree	Maximum Timeframe
College of Arts and Sciences	All Bachelor Degrees	180 credit hours
College of Business Administration	All Bachelor Degrees	180 credit hours
	Masters of Science in Accounting	45 credit hours
College of Engineering	All Bachelor Degrees	192 credit hours
College of Pharmacy	Integrated Health Sciences Bachelor	185 credit hours
	Pharmaceutical/Biomedical Sciences Bachelor	186 credit hours
	Doctor of Pharmacy (entered before Fall 2019)	324 credit hours
	Doctor of Pharmacy (entered Fall 2019 or later)	306 credit hours

3. Grade Point Average (GPA)

A student must achieve the cumulative GPA as specified below for their degree program and maintain the required grade point average 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.

Degree	Required Cumulative GPA
Bachelor Degree, all colleges except Pharmacy	2.0
All Degrees, College of Pharmacy (entry before Fall 2022)	2.0
All Degrees, College of Pharmacy (entry Fall 2022 or later)	2.5
Masters of Science in Accounting	3.0

Review

Within one week following the end of term processing of grades after each semester (including summer semester if courses are taken), the financial aid office will review completion rate, timeframe and GPA for each student enrolled in that semester. From this review, students will be assigned one of the SAP statuses listed below. Students assigned a status of “financial aid warning” or “unsatisfactory progress” will receive a letter from the financial aid office (prior to the start of the next semester) regarding their status and steps the student can take to retain or regain federal and state 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. *Financial Aid Warning* – applies to any student who fails to meet the requirements for completion, timeframe and/or GPA. A financial aid warning allows the student to remain eligible for federal and state financial aid for one semester. A warning can only be issued if the student was in good standing during the prior semester or if the semester of review was the student’s first semester at ONU. A student cannot have two consecutive semesters on warning.
3. *Unsatisfactory Progress* – applies to a student who has not met the requirements for completion rate, GPA and/or attempted hours after the warning period. This student is not eligible for federal and state 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 or state 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 may also be required to submit an academic plan that sets academic goals each semester to either achieve SAP "good standing" or reach graduation. Students may 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 and state financial aid for future semesters. To regain federal and state financial aid eligibility the student would need to submit a new SAP appeal or pay for courses each semester, without federal and state 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 and state 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 and state financial aid and must submit a new SAP appeal or pay for courses each semester, without federal and state 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 or state 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.