

Academic Standing and Satisfactory Academic Progress

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Satisfactory Academic Progress (SAP) for an undergraduate a degree is determined by three tests:

1. Academic Standing, the appropriate GPA based upon credit hours as outlined above;
2. An undergraduate student's successful completion of credit hours attempted (Pace); and
3. The completion of one's degree within a reasonable time period.

Pace - Credit Hours Attempted versus Hours Earned: To maintain eligibility for federal student financial assistance, a student must successfully complete two-thirds (67%) of the credit hours attempted. Pace is defined as total hours completed

- for the BSN in Nursing, the 2-course Integrative Studies residency requirement may be fulfilled by taking CHEM 1200 and one other INST course; since INST 2006 and 1 course from among INST 2201, 2202, 2203, 2204, PHIL 1300 and PHIL 2400 are required to fulfill specific content in the major, it is recommended that these specific courses be taken at Otterbein to fulfill this residency requirement; if the first degree was earned at Otterbein, the INST residency requirement is waived, but the content area listed above is still required in the major
- the general education modern language and mathematics requirements

If fewer than 32 semester hours are needed to complete the degree requirements, the remaining hours needed to reach 32 may consist of elective credit.

Students seeking a second degree and students who change majors are monitored under the SAP policy and may have quantitative maximum time frame considerations identified. See the "Degree Completion" description.

Re-establishing eligibility for students failing Satisfactory Academic Progress (SAP)

Satisfactory Academic Progress is administered by the Office of Student Financial Aid (614-823- 1502). A student granted federal aid on probation as a result of a successful appeal will be evaluated at the end of the semester for which federal aid was awarded. Both the qualitative measures (GPA and Pace) and quantitative measures (maximum time frame) are evaluated and must be met to continue on federal assistance.

The first time a student does not meet the Satisfactory Academic Progress measures, they will be notified that they have been placed on "warning status." A student on warning status may receive one term of financial aid. After each term a student on warning status is evaluated. If the student does not meet the criteria their warning status will change to failing. This means that in order to be considered for federal financial aid funds, the students must submit an appeal to be considered for continuation of federal funds, and after the review of the appeal the student will be notified, if they are approved or not, for receiving one term of federal aid on a probationary basis.

Students needing to complete a SAP appeal and PLAN (combined form) will schedule an appointment with a member of Student Success & Career Development (SSCD). The SAP Appeal Form asks the student to identify the cause of their academic issue and how they can improve their academic performance in the upcoming semester. Mitigating circumstances such as medical issues, the death or illness of a family member, a change of one's major or other documented circumstances will be considered. If a request due to mitigating circumstances is not approved, or if the student does not submit an appeal during the term, the student can make an appeal during the next term.

Since **Academic Standing** and **Satisfactory Academic Progress** are interrelated, a student may meet an adequate Academic Standing I