

Academic Standing and Satisfactory Academic Progress

Academic Standing and Satisfactory Academic Progress are ways of measuring a student's successful completion of coursework toward a degree at Otterbein University.

Academic Standing is a benchmark used to assess appropriate academic achievement. An undergraduate student who maintains the minimum cumulative grade point average (GPA) as required in the chart below is in good standing.

Earned Hours/Quality Hours/GPA Hours (whichever is greater)	Cumulative GPA (4.0 Scale)
1 to 20	1.000
21 to 30	1.400
31 to 50	1.700
51 to 65	1.850
66 to 270	2.000

Academic Probation occurs when an undergraduate student's cumulative grade point average is below the minimum levels established. Suspension transpires when a student does not meet the terms of probation (first-time suspension is one quarter/semester; second-time suspension is one year; and third time is permanent dismissal). **Undergraduate Academic Standing is overseen by the Office for Academic Affairs (614 823-1556).**

A graduate student must maintain a 3.000 (B) cumulative grade point average; a student is placed on academic probation when the overall GPA falls below 3.000. If a student's GPA for a quarter/semester falls below 3.000, a review by the Graduate School office will be conducted and a decision regarding status will be made. The student may be on probation only once during the program of study (a probationary period consists of up two registered academic terms). The GPA must be raised to 3.000 or above during the next two quarters/semesters of enrollment in required or elective courses. If the cumulative GPA falls below 3.000 a second time, the student will be dismissed from the program. **Graduate Academic Standing is overseen by the Graduate School Office (614 823-3210).**

Satisfactory Academic Progress (SAP) must be maintained in order to remain eligible for Federal Aid consideration. The Financial Aid Office evaluates SAP after the completion of each academic period (Autumn, Winter, Spring, and/or Summer). All terms of enrollment, including Summer, must be considered in the determination of SAP (even periods in which the student did not receive federal student aid funds must be counted).

Satisfactory Academic Progress (SAP) towards 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; and
3. The completion of one's degree within a reasonable time period.

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. Any course with a grade of "F" (failing), "W" (withdrawal), or "IP" (in progress) on the student's academic transcript is considered an unsuccessful completed of hours attempted. (Once the "IP" has been completed, the grade will stand as either successful or unsuccessful completion as mandated by the Federal Government.)

Degree Completion: In addition to completing two-thirds of the credit hours attempted, a student must also complete his/her academic program within a reasonable timeframe, not to exceed 150% of the published length of the program—a student must meet all graduation requirements by the time the 270th credit hour (in the quarter system) has been attempted. All periods of attendance are counted towards the maximum timeframe.

Since **Academic Standing** and **Satisfactory Academic Progress** are interrelated, a student may meet an adequate Academic Standing level (higher than a 2.0 cumulative GPA, for example), but not meet Satisfactory Academic Progress standards. If the student has not successfully completed enough classes (those classes with a “D” or above on the academic transcript) to meet the two-thirds (67%) earned hour rate, (s)he would not be making SAP for federal financial aid purposes.

Graduate students are considered to be making satisfactory academic progress for purposes of financial aid eligibility only if they are in good academic standing with Otterbein.

A student may appeal his/her Satisfactory Academic Progress and possibly received up to two terms of probation. The SAP Appeal Form may be used for this purpose and is available in the Financial Aid Office or through the website in the forms section. **Satisfactory Academic Progress is administered by the Office for Financial Aid (614 823-1502).**

Grade Symbols

The following grades from letter-graded courses are included in the calculation of the grade point average (GPA). The numeric equivalents to the letter grades are in parentheses.

A	=	(100-93%)	4.0	Exceptional
A-	=	(92-90%)	3.7	Excellent
B+	=	(89-87%)	3.3`	Above Average
B	=	(86-83%)	3.0	Above Average
B-	=	(82-80%)	2.7	Above Average
C+	=	(79-77%)	2.3	Average
C	=	(76-73%)	2.0	Average
C-	=	(72-70%)	1.7	Below Average
D+	=	(69-67%)	1.3	Below Average
D	=	(66-60%)	1.0	Below Average
F	=	(59-0%)	0.0	Failure

The following grades are not included in the calculation of the grade point average:

F	=	failing from pass/fail graded course
IP	=	coursework is incomplete; <u>temporary</u> condition
NR	=	grade not reported by instructor; <u>temporary</u> condition
P	=	passing from pass/fail graded course
R	=	repeated course
S	=	satisfactory from satisfactory/unsatisfactory graded course
T	=	transfer credit from another institution
TC	=	technical credit
U	=	unsatisfactory from satisfactory/unsatisfactory graded course
W	=	withdrawal with permission