# 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. Please review the Satisfactory Academic Progress information below if you receive financial assistance.

## Academic Standing

**Academic Standing** is a benchmark used to assess appropriate academic achievement.

**Undergraduate Academic Standing** –
**Academic Probation**

An undergraduate student is placed on academic probation at the end of any semester or summer term in which his or her cumulative GPA is lower than 2.0. If a student on academic probation earns a cumulative GPA of 2.0 or better, the student is removed from academic probation.

**Continued on Academic Probation**

An undergraduate student who is on academic probation and earns a semester GPA of 2.0 or better, but has a cumulative GPA lower than 2.0, is continued on academic probation. If a student on continued academic probation earns a cumulative GPA of 2.0 or better, the student is removed from academic probation.

**Academic Suspension**

An undergraduate student who is on academic probation and earns a semester or summer GPA lower than 2.0 will be suspended. First-time suspension is one semester; second-time suspension is one year. Once the suspension timeframe has been completed, readmission is through completion of an Academic Success Plan with the Assistant Dean for Student Success.

**Academic Dismissal**

A third academic suspension constitutes an academic dismissal. The dismissal is for five calendar years. Undergraduate Academic Standing is managed by the Office of Student Success & Career Development (614-823-1624).

**Graduate Academic Standing** - 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 term 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 may be dismissed from the program. Graduate Academic Standing is managed by the Graduate School Office {614-823-1500).

## Satisfactory Academic Progress (SAP)

**Satisfactory Academic Progress (SAP)** must be maintained in order to remain eligible for Federal Aid consideration. Financial Aid evaluates SAP after the completion of each academic period (summer, fall and spring). 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). Qualitative measures (GPA and Pace) and quantitative measures (maximum time frame) are evaluated.

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

1. Academic Standing, the appropriate GPA;
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.

**GPA:** To be eligible for Title IV financial aid, each individual category of student must meet the minimum cumulative GPA requirements as outlined below.

| Category of Student | Minimum GPA requirement |
|---|---|
| Undergraduate | 2.00 |
| Graduate (masters, nursing, doctoral) | 3.00 |

**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 divided by total hours attempted. Any course with a grade of "F" (failing), "W" (withdrawal), or "IP" (incomplete/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.) SAP is then recalculated and may impact quantitative and qualitative progress when an “IP” course receives a letter grade. Staff will review results of these grade changes as specified by the Department of Education (ED). The student will be notified through their Otterbein email of any change in status.

**Degree Completion Timeframe:** In addition to completing two-thirds of the credit hours attempted, a student must also complete their 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 180th credit hour has been attempted. All periods of attendance are counted towards the maximum timeframe.

**Transfer Credit:** Otterbein accepts credits from two and four-year institutions that are fully accredited by the appropriate regional accrediting agencies. While there is no limit to the number of credits transferred from four-year institutions, a maximum of 64 semester hours may be transferred from all two-year institutions combined.

Of the courses transferred to Otterbein from all institutions combined, a maximum of 8 semester hours will be accepted from college courses graded on a pass/fail basis.

Only those courses with grades of C- or better will be considered for transfer. Minimum grade requirements for individual academic departments may also apply and could vary. The actual grades are not transferred and thus will not be included or affect the Otterbein grade point average. Please note that transfer credits will be counted as attempted hours as well as completed hours. Transfer hours accepted count towards the maximum allowable time frame.

**Changes in degree or majors:**

Adding to a Degree Already Awarded

Once an Otterbein Bachelor's degree has already been awarded, students are not permitted to alter or enhance the transcript record at a later date by adding another major, a minor, repeating courses to improve the GPA, etc. Students may, however, earn a second Otterbein Bachelor's degree as described below.

**Earning a Second Bachelor's Degree**

To earn a second Bachelor's degree after the first has already been conferred, a student must complete:

- a minimum of 32 semester hours **in residence** at Otterbein; CLEP, credit by other means of

examination, proficiency tests, Otterbein course ASC 0900, etc. may not be used to fulfill this requirement

- all requirements in the major of which at least 12 semester hours in the major must be completed **in residence** at the 3000/4000 level
- the Integrative Studies Dyad or 2 Integrative Studies courses at the 2000 level **in residence** for all programs except the BSN in Nursing; this is applicable only to students who did not earn the first degree at Otterbein; those who did are exempt from this requirement;
- 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.

**Repeat and Remedial Coursework:**

Courses may be repeated for credit. Repeats are subject to the following policies:

- The repeated course must be either (a) the same Otterbein course that was originally taken or (b) the direct equivalent at another institution as determined by the Office of the Registrar. When in doubt, obtain written clarification from the Office of the Registrar. No other University personnel are authorized to make the clarification.
- If a course has been transferred to Otterbein and is then repeated at Otterbein, there will be no credit awarded for the course (not even elective credit).
- Courses must be repeated at Otterbein unless written permission to take the course at another institution is obtained from the Office of the Registrar.
- Only the most recent grade and hours will be counted in determining the GPA even if the most recent grade is lower than the previous one.
- All attempts and grades will appear on the transcript record.

Courses repeated after graduation will not change the graduation GPA.

Repeated coursework is measured under all measurements, (qualitative and quantitative) of the SAP policy. Math 0900 is the only undergraduate remedial course that counts under the SAP policy. This course counts for financial aid eligibility but is not applied towards the degree requirement.

**Withdrawals:**

Students who wish to drop one or more classes that began in the same semester but retain a partial schedule must follow these deadlines:

- Friday of Week 5; the course will not be recorded on the student's transcript
- Friday of Week 9; a grade of W will be recorded on the student's transcript

After Friday of Week 9, withdrawal is not permitted and whatever grade is assigned by the instructor will be recorded on the transcript.

Coursework assigned W grades are considered in hours attempted towards the maximum timeframe measurement.

## Notification of Status and 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 through an email to their Otterbein email address 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's Satisfactory Academic Progress is evaluated, if they do not meet the criteria their warning status will change to failing. This type of student is considered to be in a probation status, which only lasts for one payment period (term). These students are not required to complete an SAP appeal and Plan, which means that these “warning” students may continue to receive Federal funds. Students who fail to meet SAP requirements by the end of the probation period will lose their Federal Aid eligibility the next term they are enrolled. In other words, to be considered for federal financial aid funds, the students must submit an appeal to continue to receive federal funds. Once the appeal is reviewed 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. In this explanation, students must explain what will change from their situation that will allow them to meet their SAP requirements during their next SAP evaluation. 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 up any deficient hours by raising their overall completion rate to at least 67% and/or elevate their GPA to the established GPA requirements without the use of federal funds. Sitting out for a term does not affect a student's SAP standing and is not sufficient to reestablish federal aid eligibility.

As a student who has successfully appealed for continued federal aid while on probation, it is your responsibility to achieve a cumulative grade point average of at least a 2.0, and have completed at least 66.7% of all credits attempted. An attempted credit is a course that is completed and graded, regardless of whether or not the grade is passing, or a course withdrawn from FOR WHICH A GRADE OF "W" IS ASSIGNED. Dropped classes, for which no grade is assigned, regardless of refund amount, is not considered an attempted credit.

It is also the student's responsibility to successfully complete all degree requirements and major programs in the specified maximum time frame. A student granted federal aid on probation as a result of a successful appeal who have also submitted an Academic Plan will be evaluated at the end of the semester for which federal aid was awarded and must meet the goals of the Academic Plan in order to continue on federal assistance. Students who fail to meet their goals of the SAP Academic Plan will lose their Federal Aid eligibility.

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, he or she would not be making SAP for federal financial aid purposes.

**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; temporary condition |
| NR | = | grade not reported by instructor; temporary 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 |

**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. (See Academic Standing page 1).