

## Financial Aid Satisfactory Progress Policy

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Federal regulations require that students receiving aid under Title IV programs maintain satisfactory academic progress in their course of study. At OIT, our academic progress is evaluated at the end of each term. Your term GPA, cumulative GPA, units attempted vs. units completed and total number of terms that you have received aid are reviewed. If you are not maintaining progress, your aid will be on hold for future terms.

A student who maintains term and cumulative GPA's of at least 2.0, complete at least 36 credits for each full time academic year and complete their degree within a prescribed time frame will be making satisfactory academic progress and are eligible to receive financial aid.

### What happens if I don't meet the requirements?

If your term GPA is below a 2.0 for the first time or if you are on academic warning, you will receive a WARNING letter from our office. Warning status does not hold your financial aid, however, it is an indication that you may be struggling academically. We recommend that you meet with your advisor or drop by the Advising Center for assistance.

You will be on financial aid probation and your aid will be on hold if one or more of the following apply to you:

1. You are on academic probation.
2. You have a term GPA below 2.0 for the second consecutive term.
3. You do not complete any credits for a term.
4. You are deficient 7 or more credits at the end of spring term for the academic year.
5. You have exceeded the maximum time frame for your program of study.

If you are academically suspended from OIT or if you do not meet the requirements outlined to you in a prior appeal, your financial aid will be suspended and you will no longer be eligible to receive funding.

### What if I have special circumstances?

If you wish to appeal a hold on your financial aid, you must follow the procedure outlined below:

1. Obtain a Satisfactory Academic Progress Appeal Form (available at <http://www.oit.edu>)
2. Complete the appeal form according to instructions. You must meet with your academic advisor and complete a term planner to be submitted with your appeal.
3. Submit the form to the OIT Director of Financial Aid **no later than the third day of classes in the next term of enrollment**. You may be asked to meet with the Director for additional information.

4. If the Director of Financial Aid denies your appeal, you have the option of appealing to the Financial Aid Committee. Check the box on the Satisfactory Academic Progress Appeal Form if you would like your appeal forwarded to this committee.
5. In the event that your appeal is forwarded to the financial aid committee, you are strongly advised to appear in person. The financial aid office will contact you via your OIT e-mail address or phone to set up your appeal time. It is your responsibility to check your messages or contact the financial aid office to confirm your time.

### **Financial Aid Appeals Timeline**

It is your responsibility to meet with your advisor and provide any supporting documentation to the financial aid office in a timely manner. **No financial aid appeal will be considered after Tuesday, 5:00 pm of the second week of the term.**

The chair of the Financial Aid Committee convenes the committee to hear appeals only during the first two weeks of each term. The results of the appeals are normally available by noon on the next working day. All committee decisions are final. If the appeal is approved, the student may be given specific requirements that must be met in future terms in order to maintain financial aid eligibility.

### **What is the maximum time frame that I can receive financial aid?**

You may receive financial aid for nine terms of full time attendance to complete an associate degree, and 18 terms of full time attendance to complete the baccalaureate degree, even if you change majors. This time is pro-rated for part time students.

Special note: The Pre-Dental Hygiene (PDH), Pre-Nursing (PN) and the Pre-Medical Imaging Technology Programs (PMIT) are considered 1-year programs and the maximum time frame for financial aid is six terms.

### **If I'm doing poorly in a class, will I lose my financial aid if I withdraw?**

It is always better to withdraw from a class rather than fail. In both cases you may be in jeopardy of not completing enough credits over the course of the academic year, but an "F" grade will also lower your GPA.

### **What about an incomplete?**

In general, if you complete the coursework by the end of the next term with a "C" or better, it will not adversely affect your aid eligibility. However, if you fail to complete any credits in a term, regardless if they are "F", "W", or "I", you are on financial aid probation.

### **How is a pass/fail course evaluated for satisfactory academic progress?**

Although pass/fail courses are not calculated in your GPA, they are counted toward the total credit hours you have attempted and completed.

**What if I audit a course?**

Courses taken for audit do not count towards credits needed to be eligible for financial aid.