SATISFACTORY ACADEMIC PROGRESS

For Undergraduate & Graduate Students

Office of Student Financial Aid
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Maintaining Satisfactory Academic Progress (SAP) is one of the determining factors of student eligibility for continued receipt of financial aid. A student’s progress is measured by PACE, Qualitative GPA, and Allowable Time.

A STUDENT’S PROGRESS IS MEASURED BY:

PACE
The number of credits earned in relation to attempted hours.

QUALITATIVE GPA
Undergraduate Minimum GPA: 2.0
Graduate Minimum GPA: 3.0

ALLOWABLE TIME
Full-time undergraduate students have five years, or ten semesters to qualify for financial aid assistance. The maximum number of credit hours an undergraduate can attempt is 180 credit hours.

Full-time graduate students have three years, or six semesters to qualify for financial aid assistance. Graduate students may attempt a maximum of 90 credit hours.

Transfer credit hours are counted toward both undergraduate and graduate degrees.
CALCULATING PACE

Students who are considering dropping courses should first consult their advisor and financial aid counselor since dropping courses may affect your aid.

UNDERGRADUATE

Undergraduate students must complete 67 percent of the total credit hours attempted, including transfer credits.

\[0.67 \times \text{Attempted Hours} = \text{The minimum hours an undergraduate student must earn}\]

Example 1: Student attempts 63 hours and earned 48 hours
\[0.67 \times 63 = 42.2 \text{ or } 43 \text{ hours}\]
This student HAS met SAP standards for PACE.

Example 2: Student attempts 118 hours and earned 78 hours
\[0.67 \times 118 = 79.06 \text{ or } 80 \text{ hours}\]
This student HAS NOT met SAP standards for PACE.

GRADUATE

Graduate students must complete 80 percent of the total credit hours attempted, including transfer credit hours.

\[0.80 \times \text{Attempted Hours} = \text{The minimum hours a graduate student must earn}\]

Example: Student attempts 20 hours and earns 19 hours
\[0.80 \times 20 \text{ hours} = 16 \text{ hours}\]
This student HAS met SAP standards for PACE.
All ODU students must demonstrate continuous progress toward their degree program requirements within an established time frame. If students do not meet SAP standards, they will be in jeopardy of losing financial aid eligibility, including federal, state, institution and/or certified private loans.

A student’s grades will be reviewed at the completion of the Spring Semester. Students who do not meet SAP standards will be sent notifications to their permanent address.

FINANCIAL AID SUSPENSION & PROBATION

Students who do not meet SAP standards are placed on financial aid suspension. Every student has the option to appeal his or her suspension. Only mitigating circumstances that seriously affect your academic progress will be considered.

Students currently on financial aid probation will be reviewed at the end of each academic term. Students who fail to meet the probationary conditions will be ineligible for future aid until SAP guidelines are met.

THE APPEAL PROCESS

• Complete SAP appeal form and complete Evaluation of Academic Performance form with academic advisor.

• Submit your complete appeal packet with supporting documents and allow two weeks for a decision. The decision will be sent to your ODU permanent address.

• Students awaiting a response from the SAP Appeal Review Committee are responsible for paying their tuition and other fees by the payment deadline to avoid late and collection fees.

• The complete packet including advisor portion and all documentation needed must be attached or appeal will be denied. It is the student’s responsibility to ensure that the advisor portion is completed and submitted to the Financial Aid office.