



CARL ALBERT STATE COLLEGE

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Financial Aid Policies & Procedures Manual 2025-2026

Section 12: **Satisfactory Academic Progress** **(SAP Policy)**

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Section 12: Satisfactory Academic Progress

12.1 Process Overview and Responsibilities

To be eligible for Title IV aid, a student must maintain satisfactory academic progress (SAP). Under the administrative capability requirements, our school must establish, publish, and apply reasonable standards for measuring if students are maintaining SAP. The financial aid satisfactory academic progress standards must be the same as, or stricter than, the standards our school uses for students who are not receiving Title IV aid (see section 12.2).

The Carl Albert State College (CASC) Office of Financial Aid (FA) reviews individual Satisfactory Academic Progress (SAP) after the conclusion of each academic term, or payment period. Transfer students are evaluated upon entry into the college and then again after the conclusion of each academic term.

Financial Aid Eligibility Statuses

Satisfactory: The student is meeting the GPA and Pace requirements of CASC's SAP Policy.

Warning: The student failed to meet GPA and/or Pace requirements after one semester/payment period of previously meeting SAP requirements or the student transferred in with a poor GPA and/or Pace.

Suspension (SAP Susp): The student failed to meet GPA and/or Pace requirements after two consecutive semesters/payment periods, or the student failed to earn any credits in their most recent semester/payment period.

Probation: The student's SAP Suspension Appeal was approved and they are expected to meet SAP requirements by the end of the next enrolled semester/payment period.

Academic Plan (AP): The student's SAP Suspension Appeal was approved but they are expected to need more than one semester/payment period to meet SAP requirements and must complete each term with a 2.0 GPA or better and must not fail or withdraw from a class.

Missing Transcripts: The student needs to provide official college transcripts to the Office of Admissions for proper record keeping and SAP determination.

Maximum Time-frame (MT) Suspension: The student's attempted credit hours has exceeded 150% of the credit hours required to complete their declared academic program.

Unusual Enrollment History (UEH) Suspension: The student has been flagged by the U.S. Department of Education as having an unusual enrollment history that must be reviewed before they can continue receiving aid.

Losing Financial Aid Eligibility

Students can lose their Financial Aid Eligibility by:

1. Failing to meet the GPA and/or Pace requirements of the SAP Policy for two consecutive semesters (*SAP Suspension*),
2. Failing to earn any credits in the most recently enrolled semester (grades of F, W, or an F/W combination) (*SAP Suspension*),
3. Exceeding the Maximum Time-frame for completing credit hours of a particular academic program (*MT Suspension*),
4. Being reported by the Department of Education as having an Unusual Enrollment History (*UEH Suspension*), or
5. Any combination of the four above.

Regaining Financial Aid Eligibility

Students may regain eligibility to receive Title IV aid by meeting Satisfactory Academic Progress requirements through continued education without aid or by successfully appealing their aid suspension (see section 12.7 and 12.8).

12.2 Same As or Stricter Than

Policies

Resources:

668.16(e)
668.32(f)
2024-25 FSA Handbook, Vol. 1,
Ch. 1, February 2024
668.34
2024-25 FSA Handbook, Vol. 2,
Ch. 3, August 2024

Resources:

The financial aid satisfactory academic progress standards must be the same as, or stricter than, the standards the school uses for students who are not receiving Title IV aid.

Carl Albert State College Financial Aid uses the same academic standards as the Office of Admissions and Registrar in regards to GPA retention.

The Office of Financial Aid requires **Freshman Students (0-30 earned hours)** to maintain a **1.7 GPA** each semester and requires **Sophomore Students (31+ earned hours)** to maintain a **2.0 GPA** each semester in order to meet SAP standards.

The Office of Admissions Retention Standards are as follows:

Retention GPA Requirements All students must maintain a 2.0 retention/graduation GPA for the duration of the college experience with the exception of freshmen on academic notice and academic probation. A student will be placed on academic probation if the following requirements are not met:

Credit Hours Attempted	GPA Required
0 through 30 semester cr-hrs	1.7
Greater than 30 semester cr-hrs	2.0

Academic Notice Students with 30 or fewer credit hours, with a GPA of 1.7 to less than 2.0 will be placed on academic notice. All courses in which a student has a recorded grade will be counted in the calculation of the GPA for retention purposes excluding any courses repeated, reprieved or renewed, remedial/developmental (pre-college) courses, and physical education activity courses.

Academic Probation Any student not maintaining satisfactory progress toward the academic objective as indicated above will be placed on probation for one semester. At the end of that semester, the student must have a semester GPA of 2.0 in regularly-graded course work, not to include activity or performance courses, or meet the minimum retention GPA standard required above, in order to continue as a student. Students not meeting either of these criteria will be immediately suspended and may not be reinstated until one regular semester (fall or spring) has elapsed.

Academic Suspension Students suspended in the spring semester may attend the summer session immediately following spring suspension. However, such students may enroll only in core academic courses which meet the general education requirements or degree requirements. The student's transcript will note suspension at the end of the spring semester. For students who fail to achieve retention standards after the summer session, the phrase "suspension continued" should be entered on the transcript at the end of the summer session. Only students under first-time suspension status at CASC are eligible. To continue in that fall semester, such students must achieve a 2.0 semester GPA or raise their retention GPA to the required level.

Procedures

The Carl Albert State College's Financial Aid Director is responsible for ensuring review of the institution's Title IV SAP Policy at least annually.

1. The Financial Aid Director reviews and updates the policy as needed in accordance with Federal Student Aid updates.
2. The Financial Aid office staff reviews and comments on policy changes or updates.
3. A current Carl Albert State College student reviews for clarity.
4. The Vice President of Enrollment Management reviews the policy.
5. After the Financial Aid Director receives approval, the policy is published on Carl Albert State College's website.

If any change is made to college academic policies that would affect the Office of Financial Aid, the Director of Admissions and Vice President of Academic Affairs will notify the Office of Financial Aid.

12.3 Categories of Students

668.34(a)(1)
668.42(c)(2)
2024-25 FSA Handbook, Vol. 1,
Ch. 1, February 2024
2024-25 FSA Handbook, Vol. 2,
Ch. 3, August 2024

Policies

Different SAP standards may be used for different student categories (e.g., full-time, part-time, undergraduate or graduate students, or students enrolled in certain educational programs).

Carl Albert State College uses different qualitative SAP standards for two different classes of undergraduate students: Freshman Students (0-30 earned credit hours) and Sophomore Students (31 or more earned credit hours), regardless of admit status.

Procedures

The Office of Admissions and Registrar is responsible for maintaining records of student categories as they progress through their degree program.

The Office of Financial Aid is responsible for ensuring aid is applied appropriately to the correct category of students.

12.4 Qualitative Measure

Policies

Specifying a student's minimum acceptable grade point average (GPA) must be a component of the school's SAP policy. The qualitative standard can be a fixed or a graduated standard. If a student is enrolled in a program of more than two academic years in length, at the end of the second academic year the student must have a GPA of at least a "C" or its equivalent, or have an academic standing consistent with the school's requirements for graduation. The end of the second academic year is defined as the student being enrolled in the school for four semesters or six quarters regardless of a student's enrollment status. Below describes the qualitative standard students are expected to meet at the end of each payment period.

GPA

Carl Albert State College Financial Aid uses a cumulative GPA as a qualitative standard that includes all applicable transfer work, withdrawals, zero-level coursework, repeated courses, and replaced courses. Academic reprieve has no effect on Financial Aid GPA. **Freshman Students (0-30 earned hours)** must maintain a **1.7 GPA** each semester and **Sophomore Students (31+ earned hours)** must maintain a **2.0 GPA** each semester in order to meet SAP standards. Cumulative GPAs are evaluated at the end of each semester/payment period.

Which Grades Count Towards FA GPA?			
Grade	Positive Effect	Negative Effect	No Effect
A, B, C, D, P	Yes	No	No
F, NP, I, W, AW	No	Yes	No
AU, N, WIP	No	No	Yes

Procedures

At the end of each semester/payment period, the Office of Admissions and Registrar notifies the Office of Financial Aid when all official grades have been entered and verified. The Financial Aid Director then runs an automatic process through the student information system to review student grades and calculate an updated SAP Status with the new cumulative GPA. A running SAP history is maintained within the student's record.

Evaluated students will receive an automated email telling them their academic progress has been reviewed and they can view the status of that review on their student portal.

SAP Calculation Email:

Your federal Satisfactory Academic Progress (SAP) has been calculated for your most recent period of enrollment. Check the Financial Aid tab in your myCarlAlbert student portal to view your updated status.

To view our SAP Policy or learn more, please visit <https://carlbert.edu/admissions/financial-aid/> and scroll to the bottom of the page.

The Office of Financial Aid and the Financial Aid Committee implement the guidelines set forth by the Federal Government (CFR 668.34) to determine financial aid eligibility.

When the student logs into their student portal, they immediately see a green, yellow, or red banner

Resources:

668.34(a)(2)
2024-25 FSA Handbook, Vol. 1,
Ch. 1, February 2024
2024-25 FSA Handbook, Vol. 2,
Ch. 3, August 2024

Resources:

668.34(a)(4)
668.34(a)(6)
2024-25 FSA Handbook, Vol. 1,
Ch. 1, February 2024
668.34(a)(11)
ED Program Integrity Q&A —
Satisfactory Academic
Progress, R-Q1/R-A1, R-Q2/R-
A2
2024-25 FSA Handbook, Vol. 2,
Ch. 2, August 2024

on their dashboard linking to their SAP page.



The student can click the banner to view:

1. The date their SAP status was reviewed
2. The evaluation period of the status
3. The academic program the student was pursuing
4. Attempted and Completed credit hours
5. GPA and Pace
6. And what their status means

Students can click the drop-down question: **What does [...] mean?** to view more information.

Depending on their status, the drop-down will say one of the following:

 Satisfactory

Your completion rate (Pace) is at least 67% and your overall GPA is at 1.7 or above if you are a Freshman or 2.0 or above if you are a Sophomore. Keep up the good work!

 Warning

You have one semester to get your Pace up to 67% completion rate and get your GPA up to 1.7 if you are a Freshman or a 2.0 if you are a Sophomore, otherwise you will be on financial aid Suspension and ineligible to receive Title IV and/or State funding.

 Suspension

Your overall GPA and/or completion rate (Pace) is unsatisfactory or you had no credit earned during your previous semester. You will not be eligible for any Title IV funding. If you wish to appeal your suspension, please complete and submit the linked form.

 Probation

You have been re-approved to receive financial aid as long as you pass your next enrolled term with a 2.0 or better and do not receive an F or W.

 Need Academic Plan

You have been re-approved to receive financial aid as long as you maintain a 2.0 GPA each term and do not receive an F or W. Make sure to sign your Academic Plan and confirm your major with the Enrollment Management office.

 Academic Plan

You have been re-approved to receive financial aid as long as you maintain a 2.0 GPA each term and do not receive an F or W.

 Missing Transcripts

You will not be eligible to receive any Federal or State aid until the Admissions Office receives all of your Official College and/or High School Transcripts and enters them on your account.

12.5 Quantitative Measure

Policies

Resources:

The quantitative measure of SAP includes two parts. The first part is to set a maximum time frame, measured by attempted credit, clock hours or calendar time, by which a student must complete an academic program. The second part includes determining whether a student in a standard or nonstandard term, non-subscription-based program is on pace to complete the academic program within that set maximum time frame.

As soon as it becomes apparent a student will be unable to complete his or her academic program within the maximum time frame, either by falling below the pace standard or when it becomes mathematically impossible to complete his or her program within the maximum time frame, the student is ineligible for Title IV aid.

Carl Albert State College (CASC) offers two-year associate degrees and one- to two-year certificate programs. Students must complete their program within **150% of the credit hours required for the program**, including grades of W, all applicable transfer work, repeated courses, zero-level courses, and replaced courses. Students not on track to finish their program within the allotted time fall under this category. See *example and time-frames for all programs in section 12.5.1.*

Pace measures the completion rate of the courses taken by the student. Students must earn at least **67%** of all hours attempted. This includes grades of W, all applicable transfer work, repeated courses, zero-level courses, and replaced courses. Pace is calculated by dividing the cumulative hours successfully completed by the cumulative hours attempted. See *examples in section 12.5.2.*

Together, the 150% Maximum Time-frame and 67% Pace requirement make up CASC's quantitative standard for SAP.

Procedures

At the end of each semester/payment period, the Office of Admissions and Registrar notifies the Office of Financial Aid when all official grades have been entered and verified. The FA office then runs an automatic process through the student information system to review those grades and calculate an updated cumulative Pace and check attempted hours for Maximum Time-frame. A running SAP history is maintained within the student's record.

Evaluated students will receive an automated email telling them their academic progress has been reviewed and they can view the status of that review on their student portal.

SAP Calculation Email:

Your federal Satisfactory Academic Progress (SAP) has been calculated for your most recent period of enrollment. Check the Financial Aid tab in your myCarlAlbert student portal to view your updated status.

To view our SAP Policy or learn more, please visit <https://carlalbert.edu/admissions/financial-aid/> and scroll to the bottom of the page.

The Office of Financial Aid and the Financial Aid Committee implement the guidelines set forth by the Federal Government (CFR 668.34) to determine financial aid eligibility.

When the student logs into their student portal, they immediately see a green, yellow, or red banner on their dashboard linking to their SAP page.



Once on the page, the student will see their status, Evaluation Period, Program, and a drop-down question: **What does [...] mean?** Depending on their status, the drop-down will say one of the following:



Your completion rate (Pace) is at least 67% and your overall GPA is at 1.7 or above if you are

668.34(b), Maximum timeframe
668.34(a)(5)
Federal Register, 9/2/20, p.
54742
668.34(a)(5)(ii)
668.34(a)(6)
GEN-14-23
2024-25 FSA Handbook, Vol. 1,
Ch. 1, February 2024
668.34(a)(11)
2024-25 FSA Handbook, Vol. 2,
Ch. 2, August 2024

a Freshman or 2.0 or above if you are a Sophomore. Keep up the good work!

Warning

You have one semester to get your Pace up to 67% completion rate and get your GPA up to 1.7 if you are a Freshman or a 2.0 if you are a Sophomore, otherwise you will be on financial aid Suspension and ineligible to receive Title IV and/or State funding.

Suspension

Your overall GPA and/or completion rate (Pace) is unsatisfactory or you had no credit earned during your previous semester. You will not be eligible for any Title IV funding. If you wish to appeal your suspension, please complete and submit the linked form. SAP Appeal

Probation

You have been re-approved to receive financial aid as long as you pass your next enrolled term with a 2.0 or better and do not receive an F or W.

Need Academic Plan

You have been re-approved to receive financial aid as long as you maintain a 2.0 GPA each term and do not receive an F or W. Make sure to sign your Academic Plan and confirm your major with the Enrollment Management office.

Academic Plan

You have been re-approved to receive financial aid as long as you maintain a 2.0 GPA each term and do not receive an F or W.

Max Timeframe

You have attempted more than the maximum credit hours needed for your degree program and/or you will not be able to complete your degree before reaching the maximum hours. You will not be eligible for any Title IV funding. If you wish to appeal your suspension, please complete and submit the linked form. MT Appeal

Continuing Max Time Frame

You have been re-approved to receive financial aid for the classes you need for your declared major as long as you pass your classes and do not receive an F or W.

SAP & MT Suspension

Your GPA and/or Pace is unsatisfactory AND you have attempted more credits than required for your degree program. You will not be eligible for any Title IV funding. If you wish to appeal your suspension, please complete and submit the linked forms. SAP Appeal MT Appeal

Missing Transcripts

You will not be eligible to receive any Federal or State aid until the Admissions Office receives all of your Official College and/or High School Transcripts and enters them on your account.

12.5.1 Maximum Timeframe

Policies

Students must complete their academic program within **150% of the credit hours required for that program**, including grades of W, all applicable transfer work, repeated courses, zero-level courses, and replaced courses.

Degree Program	Max Credit Hours Needed to Complete	Maximum Time-frame for Attempted Hours
Allied Health, AS	66	99
Applied Technology, AAS	62	93
Biological and Pre-Professional Sciences, AS	62	93

Resources:

Federal Register, 10/29/10, p. 66887
 668.34(b), Maximum timeframe 2024-25 FSA Handbook, Vol. 1, Ch. 1, February 2024

Business Administration, AA	62	93
Child Development Infant Toddler, Cert	24	36
Child Development, AA	64	96
Child Development, Cert	18	27
Child Development/Director's Certificate, Cert	24	36
Computer Information System, AA	62	93
Criminal Justice, AA	67	101
Cybersecurity, AAS	61	92
Digital Media Technology, AAS	61	92
Enterprise Development, AA	60	90
Enterprise Development, AS	60	90
Environmental Science Technology, AAS	62	93
General Studies, AA	63	95
Health, Physical Education, & Recreation, AA	63	95
History, Political Science, and Pre-Law, AA	64	96
Mathematics and Physical Science, AS	63	95
Nursing, AAS	73	110
Occupational Health and Safety, AAS	63	95
Organizational Leadership, Cert	16	24
Physical Therapist Aide, Cert	35	53
Physical Therapist Assistant, AAS	65	98
Pre-Elementary Education, AA	64	96
Social Services Assistant, Cert	16	24
Sociology/Psychology, AA	64	96

Example: A *General Studies, AA* student must complete at most 63 credit hours to graduate.

The student can continue to receive aid until they have attempted 95 credit hours. If they have not completed requirements for graduation, they will be ineligible to receive aid to complete that degree (placed on MT Suspension) unless they successfully appeal their suspension.

Students who exceed the maximum number of attempted hours for their degree program or who will not complete their program within that estimated time will lose their Financial Aid Eligibility. Students can appeal their eligibility status once per semester by submitting the Maximum Timeframe Appeal form linked on CASC's website or on the student's own self-service portal. Students enrolled in either the Nursing, AAS or Physical Therapist Assistant, AAS programs are automatically approved and do not have to be reviewed by the Financial Aid Committee but they must still submit all appropriate appeal paperwork to continue receiving aid.

Completion of Degree Requirements

In conjunction with the quantitative SAP standard, Maximum Time Frame, students who complete their degree program with all requirements needed to graduate become ineligible to receive further aid for that specific degree program. Even if they do not apply for graduation and have their degree conferred on their academic record, the student cannot continue receiving aid for that program since there is nothing left to complete.

Procedures

Logic rules written within the student information system will compare cumulative attempted hours with the student's active academic program and is re-evaluated after each semester/payment period. If the student's attempted hours are greater than the set maximum time-frame for that program, they will be placed on MT Suspension and receive an email to login to review their status and take action if necessary.

Once eligibility is lost due to exceeding maximum hours, aid can only be restored if the student submits the MT Appeal Form and any applicable supporting documents and is:

1. Granted continued eligibility by the Financial Aid Committee or
2. Accepted into the *Nursing, AAS* or *Physical Therapist Assistant, AAS* program.

Students approved to continue receiving aid after the maximum time-frame will only receive aid for the classes needed to complete their degree program. See section 12.7.

Completion of Degree Requirements

The Office of Admissions and Registrar is responsible for collecting and reviewing requests for graduation. This includes verifying that all program requirements are met and notifying the student of graduation approval or additional requirements that must be met before graduating.

The SAP process run through CASC's student information system by the Office of Financial Aid includes rules that evaluate the current status of the student's declared academic program. Students who complete graduation requirements are suspended from further financial aid for that program. Students who have completed all courses needed but have yet to meet graduation requirements are also suspended from further aid from that program.

12.5.2 Pace

Policies

Students must earn at least **67%** of all hours attempted. This includes grades of W, all applicable transfer work, repeated courses, zero-level courses, and replaced courses.

Which Grades Count Towards Pace/Completion?		
Grade	Earned?	Attempted?
A, B, C, D, P	Yes	Yes
F, I, W, AW, AU, *NP	No	Yes
NC, N, *WC	No	No

*Added due to 2020 COVID-19 grading options.

Pace is calculated by dividing the cumulative hours successfully completed by the cumulative hours attempted.

Example 1: Student attempts 12 credit hours and completes 9 credit hours. 9 divided by 12 is 75%, the student has successfully met the requirements.

Example 2: Student attempts 12 credit hours and completes 6 credit hours. 6 divided by 12 is 50%, the student has failed to meet the requirements.

Procedures

Logic rules written within the student information system will calculate a new pace from the student's most recently completed term. This is re-evaluated after each semester/payment period. If the student's completion rate is less than 67%, they will be placed on SAP Warning or SAP Suspension and receive an email to login to review their status and take action if necessary.

12.6 Evaluation Periods

Policies

To ensure the student is making sufficient progress both quantitatively and qualitatively, your SAP policy must provide for regular evaluation. Schools may evaluate SAP as frequently as every payment period, but no less often than annually. The SAP evaluation must coincide with the end of a payment period.

The Carl Albert State College (CASC) Office of Financial Aid (FA) reviews individual Satisfactory Academic Progress (SAP) after the conclusion of each semester/payment period regardless of academic program.

Payment Period is synonymous with semester or academic term and encompasses the same time-frame.

Example: The Fall 2025 academic term and payment period begin August 13th, 2025 and end December 12th, 2025.

Procedures

Evaluated students will receive an automated email telling them their academic progress has been reviewed and they can view the status of that review on their student portal (myCarlAlbert).

SAP Calculation Email:

Your federal Satisfactory Academic Progress (SAP) has been calculated for your most recent period of enrollment. Check the Financial Aid tab in your myCarlAlbert student portal to view your updated status.

Resources:

668.34(a)(5)
ED Program Integrity Q&A—
Satisfactory Academic
Progress, SAP-Q3/SAP-A3,
SAP-Q4/SAP-A4
Federal Register, 9/2/20, p.
54742
668.34(a)(5)(ii)
668.34(a)(6)
2024-25 FSA Handbook, Vol. 1,
Ch. 1, February 2024

Resources:

668.34(a)(3)
2024-25 FSA Handbook, Vol. 1,
Ch. 1, February 2024

To view our SAP Policy or learn more, please visit <https://carlalbert.edu/admissions/financial-aid/> and scroll to the bottom of the page.

The Office of Financial Aid and the Financial Aid Committee implement the guidelines set forth by the Federal Government (CFR 668.34) to determine financial aid eligibility.

When the student logs into their student portal, they immediately see a green, yellow, or red banner on their dashboard linking to their SAP page.

12.6.1 Financial Aid Warning

Policies

Schools which evaluate SAP after every payment period may place students who fail to meet either the pace component, the GPA component, or both, on financial aid warning for one payment period. Students on financial aid warning remain eligible to receive Title IV funds.

CASC students who fail to achieve SAP, including students who transfer in with poor coursework, will be placed on Financial Aid Warning. The warning semester is in effect for one semester/payment period and students may continue to receive aid for that time-frame.

If at the end of the warning term, students still fail to meet the requirements for SAP, they will no longer be eligible to receive aid until they are meeting all the requirements of the SAP Policy or successfully appeal their suspension. If students achieve SAP at the end of the warning semester, they will be placed back in good standing (Satisfactory) and be eligible to receive Title IV and/or state funds.

Procedures

Financial Aid staff are responsible for reviewing applicable credits of incoming transfer students to determine if they will be placed on a Satisfactory status, a Warning status, or a Suspension status. Continuing students are evaluated at the end of each semester/payment period by rules set in place within our student information system.

When a student has an SAP status applied to their account, they receive an email notification stating their academic progress has been evaluated and they should login to their student self-service portal to view the details.

Once they login to self-service and click the Financial Aid tab, the student's SAP status shows as a large yellow banner that states "Your most recent Satisfactory Academic Progress (SAP) has a(n) Warning status and you may be at risk of losing your Financial Aid funding. Please contact your Financial Aid Counselor for assistance."

The student can click the banner to view:

1. The date their SAP status was reviewed
2. The evaluation period of the status
3. The academic program the student was pursuing
4. Attempted and Completed credit hours
5. GPA and Pace
6. And what their status means

Students on Warning will display:

SAP Status: ⚠ Warning

[^ What does Warning mean?](#)

You have one semester to get your Pace up to 67% completion rate and get your GPA up to 1.7 if you are a Freshman or a 2.0 if you are a Sophomore, otherwise you will be on financial aid Suspension and ineligible to receive Title IV and/or State funding.

12.6.2 Financial Aid Probation

Policies

If a student successfully files a SAP appeal, the student will be placed on financial aid probation for one payment period. Students on financial aid probation are eligible for Title IV aid.

Resources:

[668.34\(b\), Financial aid warning](#)
[668.34\(a\)\(8\)\(i\)](#)
[668.34\(c\)\(1\)](#)
[668.34\(c\)\(2\)\(i\)](#)
[2024-25 FSA Handbook, Vol. 1, Ch. 1, February 2024](#)

Resources:

[668.34\(a\)\(8\)\(ii\)](#)

When the Financial Aid Committee approves a student's SAP Appeal for aid and determines the student will be able to make satisfactory progress at the end of the requested aid term, the student is placed on Financial Aid Probation. The probation period is in effect for one semester/payment period and the student may continue to receive aid for that time-frame.

If at the end of the probation, students still fail to meet the requirements for SAP, they will no longer be eligible to receive aid until they are meeting all the requirements of the SAP Policy or successfully re-appeal their suspension. If students achieve SAP at the end of the term, they will be placed back in good standing (Satisfactory) and be eligible to receive Title IV and/or state funds.

Procedures

Students are evaluated at the end of each semester/payment period by rules set in place within our student information system.

When a student has an SAP status applied to their account, they receive an email notification stating their academic progress has been evaluated and they should login to their student self-service portal to view the details.

Once they login to self-service and click the Financial Aid tab, the student's SAP status shows as a large yellow banner that states "Your most recent Satisfactory Academic Progress (SAP) has a(an) Probation status and you may be at risk of losing your Financial Aid funding. Please contact your Financial Aid Counselor for assistance."

The student can click the banner to view:

1. The date their SAP status was reviewed
2. The evaluation period of the status
3. The academic program the student was pursuing
4. Attempted and Completed credit hours
5. GPA and Pace
6. And what their status means

Students on Probation will display:

SAP Status: ⚠ Probation

[^ What does Probation mean?](#)

You have been re-approved to receive financial aid as long as you pass your next enrolled term with a 2.0 or better and do not receive an F or W.

12.7 Appeals

Policies

Schools may have an appeal procedure for students who fail to make satisfactory academic progress. In order to approve a student's appeal, the institution must determine the student will be able to meet its SAP standards by the end of the subsequent payment period or develop an academic plan for the student which, if followed, ensures he or she will be making SAP by a specified point in time.

General Policy & Process

CASC Financial Aid allows students to appeal their Financial Aid Eligibility Status once per semester and only once for a single payment period. While there is no current limit on how many appeals a student can submit during their lifetime, below are some general rules of student appeals:

- A student cannot submit an appeal for their current semester and their next semester simultaneously.
- A student cannot re-appeal for a semester for which they were previously denied aid by the FA Committee.
- A student with a Bachelor's Degree not accepted into the Nursing, AAS program or Physical Therapist Assistant, AAS program is automatically denied federal and state aid.
 - Those students with a Bachelor's Degree accepted into the aforementioned programs are only

668.34(b), Financial aid probation
668.34(c)(2)(ii)
2024-25 FSA Handbook, Vol. 1, Ch. 1, February 2024
668.34(c)(4)
668.34(c)(3)
668.34(d)(2)

Resources:

668.34(a)(9)
668.34(b), Appeal
668.34(a)(10)
2024-25 FSA Handbook, Vol. 1, Ch. 1, February 2024
2024-25 FSA Handbook, Vol. 2, Ch. 3, August 2024
668.34(c)(3)(ii), (iii)
668.34(d)(2)(ii), (iii)
668.42(c)(2)(ii)

eligible for Federal Direct Unsubsidized Loans.

- *Sitting out (not enrolling) for any period of time does not waive a financial aid suspension and it does not guarantee appeal approval.*
- *Previous denial does not mean the student will continue to be denied.*
- *Previous approval does not mean the student will continue to be approved.*

When eligibility is lost, students may submit the appropriate appeal form (SAP/MT) and all supporting documentation to the Office of Financial Aid. The form is found on the CASC FA [web page](#) and on the individual student's myCarlAlbert.

FA Staff will gather student appeals and prepare packets and a checklist for the committee members to review. **Students need to have all paperwork submitted the day before the scheduled committee meeting to be considered for review.**

On next occurring appeal meeting as published on the CASC FA Forms page, the student appeal will be reviewed by the Financial Aid (FA) Committee. Decisions made by the committee are passed along to the Financial Aid Staff to note on student accounts and notify the individuals reviewed. Students are notified within 24 hours of the conclusion of the meeting of the committee's decision and any follow-up action needed through their CASC student email and myCarlAlbert student portal.

Approvals

Students are responsible for following up on any necessary action to ensure their aid is restored and should do so as soon as possible after receiving their appeal approval but no later than 30 calendar days after the end of the appealed semester. Failure to complete necessary requirements may result in delayed aid or continued loss of aid.

Denials

Students who appealed before the last day to drop classes and received a denial are responsible for officially withdrawing from their courses if that is their choice of action. CASC will not drop denied students from their enrolled courses.

Students who remain in classes after being denied aid should still do their best to complete their courses with satisfactory progress to improve their chances of future appeal approval.

Financial Aid Committee

The FA Committee has seven voting members from the following departments and campuses:

- *Committee Chair:* Financial Aid Director / Poteau Campus
- *Academic Plan Advisor/Retention Specialist:* Representative from the Enrollment Management Office / Poteau Campus
- Representative from the Office of Admissions and Registrar / Poteau Campus
- Representative from the Health Sciences Department / Poteau Campus
- Representative from the Business/Bursar Office / Poteau Campus
- Representative from the Student Affairs Office / Poteau Campus
- Representative from the Sallisaw Campus

Meeting Structure & Schedule

The FA Committee must have at least four voting members in attendance in order to proceed with the meeting. On the occasion that enough members are not able to attend, the meeting will be rescheduled for the earliest date available to accommodate the committee members.

The committee will typically meet:

- At least once in between terms/before the start of the new academic term.
- Before the last day to withdraw from classes with no charges.
- Once a month during the term.

All meetings are conducted and recorded via Zoom. Physical notes are taken during the meeting for each appeal reviewed and then stored within Financial Aid and the individual students' records. An

FA staff member also submits a copy of the meeting minutes to the CASC President's Administrative Assistant to be archived within the Library.

Procedures

Student appeals approved for aid eligibility will receive follow-up information in their CASC student email and myCarlAlbert student portal.

Approved:

SAP Appeal Approved on Probation Email:

Your financial aid appeal has been approved on Probation!

Your probation will be in effect for only one semester. You may continue to receive Federal Title IV funds and/or State Grant funds during this time. After the probationary semester, your academic file will be reviewed again. If you have failed to meet the SAP requirements at that time, you will lose financial aid eligibility.

The Office of Financial Aid and the Financial Aid Committee implement the guidelines set forth by the Federal Government (CFR 668.34) to determine financial aid eligibility.

SAP Appeal Approved on Academic Plan Email:

Your financial aid appeal has been approved for an Academic Plan!

You must contact the Director of Enrollment & Advisement to discuss your degree evaluation and to sign your Academic Plan (AP).

Kyla Bailey

Phone: (918) 647-1269

Email: kmbailey@carlbert.edu

In Person: Enrollment Center, Hemphill Hall, Poteau Campus

Please confirm that your declared major in the Admissions Office matches/corresponds with your approved appeal and signed AP. The Office of Financial Aid must receive notice that your Academic Plan has been signed BEFORE any funds will be disbursed.

Your Financial Aid Eligibility will remain so long as you are meeting the requirements of your AP each semester. If you fail to meet the requirements of your AP, you will lose financial aid eligibility. Should you meet the SAP requirements during your CASC career, you may be taken off the Academic Plan.

You will only receive Title IV and/or State Grant funds for the courses needed to complete the degree or certificate you are currently seeking. Should you decide to change your major, you must submit another appeal to the Office of Financial Aid and await the Financial Aid Committee's decision to determine if you may be deemed eligible for financial aid under the new major.

Note: Students are responsible for following up on any necessary action to ensure their aid is restored and should do so as soon as possible after receiving their appeal approval but no later than 30 calendar days after the end of the appealed semester. Failure to complete necessary requirements may result in delayed aid or continued loss of aid.

The Office of Financial Aid and the Financial Aid Committee implement the guidelines set forth by the Federal Government (CFR 668.34) to determine financial aid eligibility.

MT Appeal Approved Email:

The Financial Aid Committee has approved your appeal!

You will only receive Title IV and/or State Grant funds for the courses needed to complete the degree program you are currently seeking.

You must show progression each semester by completing all enrolled courses with a "D" or better to continue to meet financial aid eligibility requirements. If you fail to meet these requirements, you will lose financial aid eligibility.

The Office of Financial Aid and the Financial Aid Committee implement the guidelines set forth by the Federal Government (CFR 668.34) to determine financial aid eligibility.

MT Appeal Auto-Approved Email:

The Financial Aid Committee has approved your appeal!

You will only receive Title IV and/or State Grant funds for the courses needed to complete the degree program you are currently seeking.

You must show progression each semester by completing all enrolled courses with a "D" or better to continue to meet financial aid eligibility requirements. If you fail to meet these requirements, you will lose financial aid eligibility.

The Office of Financial Aid and the Financial Aid Committee implement the guidelines set forth by the Federal Government (CFR 668.34) to determine financial aid eligibility.

Denied:

Appeal Denied Email:

The Financial Aid Committee has denied your appeal and determined that you should not be reapproved for Financial Aid for the requested semester.

The reason for this denial is due to one or more of the following reasons:

- Having too many consistent F and/or W grades;*
- Having multiple degrees or too many attempted hours with no clear goals;*
- Other conflicting information; or*
- Other reason documented by the Committee.*

Note:

Students who appealed before the last day to drop classes and received a denial are responsible for withdrawing from their courses if that is their choice of action. CASC will not drop denied students from their enrolled courses.

Students who remain in classes after being denied aid should still do their best to complete their courses with satisfactory progress to improve their chances of future appeal approval.

Students are allowed one Financial Aid Appeal per semester.

If you have any questions please contact the Office of Financial Aid.

The Office of Financial Aid and the Financial Aid Committee implement the guidelines set forth by the Federal Government (CFR 668.34) to determine financial aid eligibility.

Appeal Auto-Denied Email:

The Financial Aid Committee has denied your appeal and determined that you should not be reapproved for Financial Aid for the requested semester.

The reason for this denial is due to one or more of the following reasons:

- Being enrolled only in classes that do not apply to your current degree;*
- Being enrolled only in classes that Financial Aid cannot or will not pay for;*
- Being registered for a degree not approved for Title IV Aid; or*
- Having a graduate degree higher than a certificate or associate but registered for a CASC degree other than NURS.AAS or PTA.AAS.*

Note:

Students who appealed before the last day to drop classes and received a denial are responsible for withdrawing from their courses if that is their choice of action. CASC will not drop denied students from their enrolled courses.

Students who remain in classes after being denied aid should still do their best to complete their courses with satisfactory progress to improve their chances of future appeal approval.

Students are allowed one Financial Aid Appeal per semester.

If you have any questions please contact the Office of Financial Aid.

The Office of Financial Aid and the Financial Aid Committee implement the guidelines set forth by the Federal Government (CFR 668.34) to determine financial aid eligibility.

12.7.1 Documentation

Policies

Appeal Forms

Students must submit the appropriate online appeal form to be considered for review by the FA Committee. Each form explains the reasons for that suspension status, asks for the student's demographic information, and asks two questions that must be answered.

Resources:

668.34(a)(9)(iii)
2024-25 FSA Handbook, Vol. 1,
Ch. 1, February 2024

SAP Appeal Questions

1. **Why have you failed to make satisfactory academic progress?** *You may want to review your college transcript(s) to have a timeline and better understanding of your situation.*
2. **What has changed that will allow you to make satisfactory academic progress for your next term of enrollment?** *Explain how your situation has improved.*

First Name *	<input type="text"/>
Last Name *	<input type="text"/>
Student Email *	<input type="text"/>
Social Security Number *	<input type="text"/> <small>You must use the following format: 123456789</small>
Student ID *	<input type="text"/> <small>Must be 7 digits</small>
Term Requesting Aid *	<input type="text"/> <small>example: Fall 2024</small>
Degree/Major *	<input type="text"/>
Why have you failed to make satisfactory academic progress? *	<input type="text"/> <small>You may want to review your college transcript(s) to have a timeline and better understanding of your situation.</small>
What has changed that will allow you to make satisfactory academic progress for your next term of enrollment? *	<input type="text"/> <small>Explain how your situation has improved.</small>
File Upload	<input type="button" value="Upload"/> <small>You may provide supporting documentation such as: medical records, court records, death certificates, or unemployment verification.</small>
Signature *	<input type="text"/> <small>By signing your name below, you are certifying that everything submitted is true and complete to the best of your knowledge. You are also certifying that you are the student named on this form. Should the committee find anything provided in support of your appeal to be inaccurate, then your appeal will be automatically denied.</small> <input type="button" value="Sign"/>
Date *	<input type="text"/> 

MT Appeal Questions

1. **Why have you attempted more hours than necessary to complete your degree program?** *You may want to review your college transcript(s) to have a timeline and better understanding of your situation.*
2. **What do you plan to pursue if granted this appeal?** *Explain your future goals for furthering your education and/or seeking employment.*

First Name*	<input type="text"/>
Last Name*	<input type="text"/>
Student Email*	<input type="text"/>
Social Security Number*	<input type="text"/> <small>You must use the following format: 123456789</small>
Student ID*	<input type="text"/> <small>Must be 7 digits</small>
Term Requesting Aid*	<input type="text"/> <small>example: Fall 2024</small>
Degree/Major*	<input type="text"/>
Why have you attempted more hours than necessary to complete your degree program?*	<input type="text"/> <small>You may want to review your college transcript(s) to have a timeline and better understanding of your situation.</small>
What do you plan to pursue if granted this appeal?*	<input type="text"/> <small>Explain your future goals for furthering your education and/or seeking employment.</small>
File Upload	<input type="button" value="Upload"/> <small>You may provide supporting documentation such as: medical records, court records, death certificates, or unemployment verification.</small>
Signature*	<input type="text"/> <small>By signing your name below, you are certifying that everything submitted is true and complete to the best of your knowledge. You are also certifying that you are the student named on this form. Should the committee find anything provided in support of your appeal to be inaccurate, then your appeal will be automatically denied.</small> <input type="button" value="Sign"/>
Date*	<input type="text"/> 

Supporting Information

Students may submit any documentation they feel is necessary to support their appeal. Possible documentation may include but is not limited to the following:

- Newspaper obituaries or death certificates to substantiate deaths
- Physician's written statement to substantiate illness or accident
- Written statement from clergy, family member, or other third party who knows the student's situation
- Written statement from academic advisor or professor

Students need to have all paperwork submitted the day before the scheduled meeting to be considered for review.

Procedures

Students should upload their documentation to submit with their appeal form but they can also submit the information to the FA office at a later date via email, fax, or hard copy. Supporting information should be submitted as soon as possible.

After the online appeal form is submitted, the student will receive an email confirmation stating:

Thank you. Complete appeals will be reviewed by the Financial Aid Committee on the next scheduled appeal meeting date.

FA Staff will gather student appeals and prepare packets and a checklist for the committee members to review. Anything submitted in support of an appeal after the appeal has been reviewed will not be considered.

12.7.2 Academic Plans

Policies

Students who successfully appeal their SAP Suspension status and are approved for an Academic Plan (AP) must meet with the Academic Plan Advisor/Retention Specialist in the CASC Enrollment Management (EM) Office to review their course plan and sign an Academic Plan Success Contract.

The contract states:

I agree to complete the classes selected for me through consultation with the Retention Specialist to the best of my ability and am aware that I must obtain a letter grade of "D" or better. I understand that I must maintain a term GPA of 2.0 or greater and that a letter grade of "F" or "W" in any class as well as a change in my academic program will result in termination of this contract.

The student's progress will be reviewed by both the FA and EM offices at the conclusion of each semester/payment period.

Procedures

Once approved for an AP, the student will receive the following email from the Office of Financial Aid:

Your financial aid appeal has been approved for an Academic Plan!

You must contact the Enrollment Management Office by phone at (918-647-1372) or by visiting the office in Hemphill Hall located on the Poteau Campus to discuss your degree evaluation and to sign your Academic Plan (AP). Please confirm that your declared major in the Admissions Office matches/corresponds with your signed AP. The Office of Financial Aid must receive notice that your Academic Plan has been signed BEFORE any funds will be disbursed.

Your Financial Aid Eligibility will remain so long as you are meeting the requirements of your AP each semester. If you fail to meet the requirements of your AP, you will lose financial aid eligibility. Should you meet the SAP requirements during your CASC career, you may be taken off the Academic Plan.

You will only receive Title IV and/or State Grant funds for the courses needed to complete the degree or certificate you are currently seeking. Should you decide to change your major, you must submit another appeal to the Office of Financial Aid and await the Financial Aid Committee's decision to determine if you may be deemed eligible for financial aid under the new major.

The Office of Financial Aid and the Financial Aid Committee implement the guidelines set forth by the Federal Government (CFR 668.34) to determine financial aid eligibility.

The student should then reach out to the Enrollment Management Office who will provide the Academic Plan Success Contract. After agreeing to and signing the contract, the student will be offered their eligible aid and notified through their CASC student email and myCarlAlbert portal.

12.8 Regaining Eligibility

Policies

A student not making SAP may re-establish eligibility on his or her own, either because an appeal was denied, the school does not permit appeals, or because he or she did not submit an appeal. The institution must define specific procedures for a student to re-establish SAP on his or her own. It is up to the school to determine when such students are again meeting SAP.

Other than when an appeal is granted, a student can regain eligibility only by taking action that brings him or her into compliance with the qualitative and quantitative components of your school's academic progress standard. Neither paying for one's classes nor sitting out a semester affects a student's SAP standing, so neither is sufficient to re-establish eligibility.

SAP Suspension

When eligibility is lost due to failing GPA and/or Pace requirements, students may regain eligibility in one of two ways:

1. Submit the appropriate appeal form and all applicable supporting documentation to the Office of Financial Aid as outlined in section 12.7 and getting approved by the Financial Aid Committee to continue receiving aid or
2. Continue performing academically without federal aid to earn a satisfactory GPA and/or Pace.

Resources:

Federal Register, 10/29/10, p. 66886
668.34(c)(3)(iii)(B)
ED Program Integrity Q&A—Satisfactory Academic Progress, ACP-Q1/ACP-A1, ACP-Q3/ACP-A3, ACP-Q4/ACP-A4
668.34(d)(2)(iii)(B)
2024-25 FSA Handbook, Vol. 1, Ch. 1, February 2024

Resources:

668.34(a)(9)(i)
668.34(a)(10)
2024-25 FSA Handbook, Vol. 1, Ch. 1, February 2024

- a. Official SAP calculations are performed and reviewed after the conclusion of each academic term.

MT Suspension

When eligibility is lost due to exceeding the maximum allowed attempted credit hours, students may regain eligibility in one of two ways:

Submit the appropriate appeal form and all applicable supporting documentation to the Office of Financial Aid as outlined in section 12.5.1 and 12.7 and:

1. Be granted continued eligibility by the Financial Aid Committee for a regular program or
2. Be automatically approved for continued eligibility by being accepted into the Nursing, AAS or Physical Therapist Assistant, AAS program.

UEH Suspension

When eligibility is lost due to being flagged by the U.S. Department of Education for Unusual Enrollment History (UEH), students may regain eligibility in one of two ways, depending on the level of the UEH:

1. UEH 2: (Possible enrollment pattern problem, school may need to resolve)

The institution must review the student's enrollment and financial aid records to determine if, during any of the 2020–21, 2021–22, 2022–23, and 2023–24 award years, the student received a Pell Grant or a Direct Loan at the institution that is performing the review. If so, no additional action is required. If not, using information from the National Student Loan Data System (NSLDS), the institution must identify all institutions where the student received a Pell Grant or Direct Loan for those award years and then must determine whether academic credit was earned at each of those institutions during the award year for which the student received a Pell Grant or Direct Loan.

- a. If the student is determined to have earned academic credit with no issues, they will be eligible to continue receiving aid with no further action needed.
- b. If the Financial Aid Counselor finds no earned academic credit or suspicious activity regarding enrollment and the aid received for that academic year, the student will be denied further aid.

2. UEH 3: (Questionable enrollment pattern, school must resolve)

Using information from the National Student Loan Data System (NSLDS), the institution must identify all institutions where the student received a Pell Grant or a Direct Loan for any of the 2020–21, 2021–22, 2022–23 and 2023–24 award years. The institution must then determine whether academic credit was earned at each of those institutions during the award year for which the student received a Pell Grant or a Direct Loan.

- a. Students in this category must submit the UEH Appeal Form linked on their myCarlAlbert required documents page. The form asks for the student's demographic information and states the reason for the form and what needs to be completed or submitted to resolve the issue. *See Procedures below for screenshots of the form.*
 - i. If the student is determined to have earned academic credit with no issues or attempted academic credit with supporting statements, they will be placed on an Academic Plan (AP) and be eligible to continue receiving aid in accordance with the AP. See section 12.7.2.
 - ii. If the committee finds no earned academic credit or suspicious activity regarding enrollment and the aid received for that academic year, the student will be denied further aid.

UEH Students denied continued eligibility may re-appeal their status after proving their legitimate academic intent by performing well academically during their next term of enrollment.

Procedures

SAP Suspension

See section 12.4 for SAP Suspension policies and section 12.7 for the SAP Suspension appeal process.

MT Suspension

See section 12.5 for MT Suspension policies and section 12.7 for the MT Suspension appeal process.

UEH Suspension

Students on UEH Suspension must complete the PDF appeal form and return it to the Office of Financial Aid (FA) for review. FA Staff will gather student appeals and prepare packets and a checklist for the FA committee members to review. Anything submitted in support of an appeal after the appeal has been reviewed will not be considered.

Page 1:

Due to the Department of Education’s efforts to prevent fraud and abuse in the Federal Pell Grant Program, they will identify students with an Unusual Enrollment History (UEH). An example of a UEH is one where the student attends an institution long enough to receive a Title IV refund, leaves without completing the enrollment period, enrolls at another institution, and repeats the pattern of remaining just long enough to receive another Title IV refund without having earned any academic credit.

To be considered for an appeal, you must:

- Complete the UEH Appeal Statement Form (**typed, signed, and dated**) that includes responses to **both** of the following:
 1. Explain in detail the extenuating circumstances causing the transfer(s) between institutions.
 2. What has changed that will allow you to remain at our institution to complete your degree?
- List all previously attended institutions below.

Name of Schools Attended	Transcripts submitted to CASC? YES or NO
	<input type="checkbox"/> Yes <input type="checkbox"/> No
	<input type="checkbox"/> Yes <input type="checkbox"/> No
	<input type="checkbox"/> Yes <input type="checkbox"/> No
	<input type="checkbox"/> Yes <input type="checkbox"/> No
	<input type="checkbox"/> Yes <input type="checkbox"/> No
	<input type="checkbox"/> Yes <input type="checkbox"/> No
	<input type="checkbox"/> Yes <input type="checkbox"/> No

Your appeal and academic history will be reviewed by a committee on the next scheduled appeal date and you will be notified of the committee’s decision through your CASC email account.

Page 2:

Please complete the following and explain in detail:

Explain in detail the extenuating circumstances causing the transfer(s) between institutions.

What has changed that will allow you to remain at our institution to complete your degree?

You may provide supporting documentation such as: medical records, court records, death certificates, or unemployment verification.

I understand that, should this appeal be granted, I may be placed on an Academic Plan with the receipt of financial aid for subsequent semesters contingent upon my academic performance during the Academic Plan period. I understand that the committee's decision is final.

My signature certifies that everything I have stated is true to the best of my knowledge. Should the committee find anything provided in support of my appeal to be inaccurate, I understand that my appeal will be denied.

Student's Signature (cannot be typed)

Date

12.9 Treatment of Nonpunitive Grades, Repeated Courses, Audited Courses, Pass/Fail Courses, Withdrawals, and Incompletes

Policies

Provide the school's definitions of non-punitive grades, repeated courses, audited courses, pass/fail courses, withdrawals, and incomplete. Describe how these courses are treated in the school's SAP policy. (All grades earned in courses that apply towards fulfilling a student's program requirements must be included in SAP calculations.) Include information such as: The maximum number of allowable repeated courses, withdrawals, and incomplete (if any); Acceptable reasons/conditions for course repetitions, withdrawals, and incomplete (if any); A time-frame by which an incomplete course must be completed and the consequences of not meeting that time-frame.

The CASC Office of Financial Aid includes all applicable transfer work, withdrawals, zero-level/remedial coursework, repeated courses, and replaced courses. Non-punitive grades (AU, N, WIP) are not included in the calculation of GPA or Pace.

Below lists the grading types used by the CASC Office of Admissions and Registrar and how they affect the cumulative Financial Aid GPA and Pace:

Grades Used in the Calculation of FA GPA and Pace				
Grade	Note	Grade Points per Hour	Earned Credit	Attempted Credit
A	Excellent	4	Yes	Yes
B	Good	3	Yes	Yes
C	Average	2	Yes	Yes
D	Below Average	1	Yes	Yes
F	Failure	0	No	Yes
P	Pass	2	Yes	Yes
NP	No Pass	0	No	Yes

Resources:

668.34(a)(6)
 2024-25 FSA Handbook, Vol. 1,
 Ch. 1, February 2024
 2024-25 FSA Handbook, Vol. 2,
 Ch. 3, August 2024

I	Incomplete	0	No	Yes
W	Withdrawal	0	No	Yes
AW	Administrative Withdrawal	0	No	Yes
AU	Audit	GPA Neutral	No	No
N	Not Reported by Instructor	GPA Neutral	No	No
WIP	Work in Progress	GPA Neutral	No	No

The following symbols are used to further explain the grading system used by Carl Albert State College.

P The "P Grade is used to indicate credit earned through Advanced Standing examinations and military evaluations. The P counts the same as a "C" grade.

P-F The "P-F" or Pass-Fail grade are an option for students in limited courses, including the COED and athlete based activity courses.

P-NP The "P-NP" or Pass-No Pass grade are an option for students in developmental coursework and special circumstances specified by CASC. The P grade indicates the student met minimum course requirements; the NP grade indicates the student did not meet minimum course requirements. For the developmental course, the P-NP grade does not add hours or contribute to the GPA. For the 1000 or 2000 level course, CASC may use the P-NP for regularly graded courses under specific and special circumstance (note: used in Spring 2020 COVID-19 grade award exceptions) with the P grade adding earned credit hours but does not contribute to the GPA.

N The "N" grade indicates that the semester grade was not submitted by the instructor by the appropriate deadline. The "N" grade must be replaced by the appropriate letter grade prior to the end of the subsequent semester.

AU - Audit Courses Audit status is used for the student not interested in obtaining a course grade, but who is enrolled simply to get course information. Students may change an enrollment status from audit to credit during the Add/Drop Period (first two weeks of fall/spring term and the first week of a summer semester term).

I - Incomplete An "I" or incomplete grade may be used, per instructor and Academic Vice-President's approval, to indicate that additional work is necessary to complete the requirements for a course. It is not a substitute for an "F", and no student may be failing a course at the time an "I" grade is awarded. To receive an "I" grade, the student should have satisfactorily completed a substantial portion of the required course work for the semester. The instructor, in consultation with the student, will determine remaining course assignments and deadlines, but all incomplete grades must be removed within one regular semester (e.g., a spring semester or summer term Incomplete should be completed by the end of the fall semester; a fall semester Incomplete should be completed by the end of the spring semester). Otherwise, it remains as Incomplete on the student's permanent record.

W - Withdrawal An automatic withdrawal grade of "W" is issued when a student initiates a withdrawal during the institution's allowable withdrawal period as follows:

- **"W" Withdrawal Period:** Students will receive a "W" grade for withdrawals made after the 10th day of classes in the fall/spring term and end the last day of the 12th week of term, or the 5th day of classes in the summer term and the last day of the 6th week of term (not to exceed 3/4 of the duration of any term).
- **"W or F" Withdrawal Period:** Withdrawals accepted after this deadline will be assigned either a "W" or an "F" grade depending upon the student's standing in the class. If an "F" grade is assigned, it is calculated in the student's GPA; the "W" grade is GPA neutral. The last day students are permitted to withdraw from a class is the last day of classes before Final Exams begin.

AW - Administrative Withdrawal "AW" may be assigned by the Office of Academic Affairs or the instructor to indicate that a student has been "involuntarily" withdrawn from class(es) after CASC's Add/Drop Period for health, disciplinary, or financial reasons.

Repeated Courses

A student shall have the prerogative to repeat courses. All attempts shall be recorded on the transcript with the earned grade for each listed in the semester earned. Only the highest grade earned is used in the calculation of the academic GPA but all courses will count in Financial Aid GPA/Pace.

CASC Financial Aid will only pay for one repeat of a previously passed course and two repeats of a course not previously passed.

Example 1: Student takes ENGL-1113 and earns a "D", then retakes the course and earns a "C", and then retakes the course a third time to earn an "A". Financial Aid will pay for the first two attempts but not the third.

Example 2: Student takes MATH-1113 and withdraws (gets a "W"), then retakes the course and gets an "F", then retakes the course a third time to earn an "F" again, and then retakes the course a fourth time to earn a "B". Financial Aid will pay for the first three attempts but not the fourth.

Academic Procedures that do not affect Financial Aid Processing

The following are allowed for academic purposes but have no effect on the FA GPA/Pace calculations:

Academic Reprieve Allows a student who has experienced extraordinary circumstances to disregard up to two semesters in calculation of his or her retention/graduation GPA.

Academic Renewal Allows a student who has had academic trouble in the past and who has been out of higher education for a number of years to recover without penalty and have a fresh start. Under academic renewal, course work taken prior to a date specified by the institution is not counted in the student's retention/graduation GPA.

12.10 Treatment of Remedial, Enrichment, and English as a Second Language Courses

Resources:

[668.20](#)
[ED Program Integrity Q&A—Satisfactory Academic Progress, SAP-Q3/SAP-A3, SAP-Q4/SAP-A4](#)

Resources:

[668.34\(a\)\(5\)\(ii\)](#)
[2024-25 FSA Handbook, Vol. 2, Ch. 3, August 2024](#)

Policies

Schools are given latitude in defining the effect of remedial, enrichment, and English as a Second Language (ESL) courses on SAP but are required to address these courses in their policies. If your school offers remedial, enrichment, or ESL courses, describe your policies and how these courses impact a student's SAP standing. Remedial courses are required to be included in the qualitative component, although they need not be included in the student's GPA. An institution may calculate a GPA used for SAP purposes that includes the grades from the remedial courses or use another method to determine the qualitative measure for remedial coursework. Remedial courses are not required to be included in the quantitative measurement. You might want to take into account the fact that no more than one year's worth of noncredit or reduced credit remedial coursework may be included in a student's enrollment status or cost of attendance and ESL courses do not count against the one-year limitation.

Zero-level/Remedial Coursework

CASC Financial Aid will only pay for zero-level courses completed within the first 30 credit hours. Students who take only zero-level courses must be enrolled as a regular student (enrolled to obtain a degree or certificate at CASC as declared by the Registrar's Office) to be eligible to receive financial aid. All zero level courses will be calculated in Pace and GPA (passing grades for these courses will result in a 2.0 for the FA calculation).

Enrichment and English as a Second Language

CASC FA does not calculate these courses in GPA or Pace for Satisfactory Academic Progress purposes.

12.11 Treatment of Consortium, Change of Major, Second Degree, and Second Major Courses

Policies

Consortium Agreements

Students enrolled in more than one Title IV eligible post-secondary institution may receive aid for

Resources:

[ED Program Integrity Q&A—Satisfactory Academic](#)

hours enrolled at both schools if an approved Consortium Agreement exists between the schools.

When an agreement is in place, one school agrees to not provide any Title IV aid while the other school agrees to provide aid for the amount of hours enrolled at both institutions.

Example: Student is enrolled in 3 credit hours at CASC (Home School) and 3 credit hours at EOSC (Host School) with an agreement on file for CASC to pay. EOSC will not pay any aid for the student but CASC will pay for 6 credit hours.

When agreeing to a consortium between schools, the student agrees to assume responsibility of paying the Host School with funds provided through the Home School. The student also agrees that if funds are not yet available to them through the Home School, they are still responsible for paying the Host School by the required deadline.

Agreements are only approved if the classes from the Host School will transfer back to CASC. Students paid for consortium courses are required to submit official academic transcripts to the CASC Registrar's Office at the end of each semester. All consortium hours must be added to the CASC academic transcript and will be counted in GPA and Pace to maintain SAP.

Change of Major

Students are allowed to change their academic program of study at any point both during enrolled terms and terms of non-enrollment.

Suspension Appeals

Students re-approved for financial aid through a successful suspension appeal with a status of *Academic Plan* or *Continuing Max Time Frame* must re-appeal their financial aid suspension with their changed major and be re-approved in order to receive aid for the new academic program.

Second Degree

Students are allowed to continue their education with CASC to pursue additional academic programs of study but the additional program may not be approved for financial aid. See section 12.5.1.

Second Major

Carl Albert State College does not allow students to simultaneously pursue two degrees at the same time.

12.12 Completion of Degree Requirements

Policies

A student who has completed all the coursework for his or her degree or certificate but has not yet received the degree or certificate cannot receive further financial aid for that program.

Procedures

The Office of Admissions & Registrar is responsible for processing program graduation requests and for updating the student information with the graduation or completion date of their academic program.

The Office of Financial Aid notifies the student that they are unable to continue receiving aid for that graduated program.

12.13 Notices

Policies

Schools are required to publish and make their SAP policy readily available to all current and prospective students. Describe your policy for publishing your school's SAP policy.

The Director of Financial Aid publishes the approved SAP Policy to the official Carl Albert State College website as a searchable document and as direct link every year.

12.X - Reserved for Institutional Use

Progress, SAP-Q5/SAP-A5
2024-25 FSA Handbook, Vol. 2,
Ch. 3, August 2024

Resources:

2024-25 FSA Handbook, Vol. 1,
Ch. 1, February 2024

Resources:

668.16(e)
668.42(c)(2)
2024-25 FSA Handbook, Vol. 2,
Ch. 3, August 2024