

# The University of Tulsa

## Spring Term 2020

### Important Enrollment Information

#### The most current offerings of courses

Can be found on the TU Website at

<http://www.utulsa.edu/courses/schedule>

#### REGISTRATION FOR SPRING TERM 2020

Enrollment for the Spring Term, 2020 begins on Monday, October 28, 2019 for current University seniors. Students who have a hold (financial or otherwise) will not be able to register in classes until the hold(s) has been lifted by the respective offices. Holds may be viewed on WebAdvisor under Registration Readiness.

#### Undergraduate Admission Procedure at The University of Tulsa

The University of Tulsa uses an individualized and holistic approach in evaluating candidates for admission. All available information, including academic and personal records, will be considered. The admission policy is designed to seek students who demonstrate intellectual promise, are committed to upholding the Student Code of Conduct and reflect the purposes stated in the Mission of The University of Tulsa.

#### Instructions for applying for Undergraduate Admission to the University

**Application for Admission:** An application for admission, available on the website, <http://admission.utulsa.edu/apply/>, should be submitted well ahead of the beginning of the term in which enrollment is sought. The Common Application is also accepted. A one-time, non-refundable application fee of \$50.00 must accompany the application and can be paid at <https://payments.utulsa.edu/undergraduate>.

#### Transcripts:

- A. Entering freshmen must request official high school transcripts mailed to the Office of Admission by the high school.
- B. Transfer students must request official college transcripts from each college attended and, if fewer than 48 hours have been completed, an official high school transcript is also required. Transcripts must be mailed to the Office of Admission from the institution issuing the transcript.
- C. Students who have earned a G.E.D. must provide an official G.E.D. score report.

**ACT or SAT:** Freshmen and all transfer applicants who have fewer than 30 semester hours must submit ACT or SAT results (the writing component is not required). Students who are 25 years of age or older are not required to submit an ACT or SAT score. However, the admission committee reserves the right to request additional testing if deemed necessary to the review process.

**School Report Form:** Freshman applicants who have graduated from high school within the past year are required to submit a school report form from their high school counselor. School Report Forms can be found through the Common Application or at <http://admission.utulsa.edu/apply>.

**PRA Verification:** Permanent Resident Aliens (P.R.A.) should provide a signed and dated copy of their "green card" with a signed and notarized PRA verification form available from the Office of Admission or from the website: <http://admission.utulsa.edu/apply/>.

**A personal interview** with an admission counselor is strongly recommended.

#### Concurrent Enrollment for High School Students

Qualified high school students may apply for admission to take a 1000 – 2000 level college course through the Concurrent Enrollment program. Students should have at least a 3.5 high school grade point average and a 25 Composite on the ACT or 1130 combined Critical Reading and Math scores on the SAT to be considered for the Concurrent Enrollment program.

Concurrent students must complete a Concurrent Enrollment application form and request an official transcript mailed from their high school, along with the School Approval form, to the Office of Admission, The University of Tulsa, 800 S. Tucker Dr., Tulsa, OK 74104. (Forms are available from the admission office.) Concurrent applicants are also asked to schedule an individual appointment with the Dean of Admission by calling 918-631-2307. Acceptance to the program is determined by the admission office based on academic and personal qualifications. Course selections are subject to prerequisites and/or approval from the professor. Accepted students must reapply each semester to continue concurrent enrollment. Tuition for concurrent enrollment is one half the regular tuition rate.

#### International Students

Undergraduate Applications for Admission are made through the International Student Services Office located on 2<sup>nd</sup> floor of Allen Chapman Student Union. A completed application includes \$50.00 application fee, complete official records, with English translations, of all academic work, proof of English proficiency, and a financial resources statement. Further information and applications are available from International Student Services.

#### Graduate Admission and Registration

All graduates are admitted and enrolled through the Office of the Graduate Dean in Lorton Hall. Enrollment forms should be obtained from and approved by the Graduate Program Advisor prior to being presented to the Graduate Dean for final approval.

#### College of Law

Application for admission is made at the Office of the Dean in the College of Law.

## Late Enrollments

Late enrollments will be accepted until the end of the first week of classes.

## University Calendar

January 13, Monday .....8:00 a.m. .... Class Instruction Begins  
January 20, Monday, **(NO CLASSES)**..... Martin Luther King Day  
March 16, Monday .....Spring Recess Begins  
March 23, Monday .....8:00 a.m. .... Class Instruction Resumes  
March 30 – April 10.....Registration for the Summer 2020 Term  
March 30 – April 10..... Registration for the Fall 2020 Term  
April 28, 29 **(NO CLASSES)** ..... Reading Days  
April 30 & May 1, 4 – 7 Thursday, Friday,  
Monday, Tuesday, Wednesday, Thursday ..... Final Examinations  
May 9..... Commencement Exercises

## Important Dates

January 21, 2020 ...Last day to add a class.  
January 31, 2020....Last day to sign for a pass/fail declaration or  
withdraw from a class without academic penalty  
in the Advising Offices.  
April 3, 2020 .....No withdrawals permitted after this date.

## Policy for Auditing Courses

Auditors who have completed all other requirements for a course may elect to take the course for credit at any time within the first three weeks of a regular term if the course instructor and the college dean give their permission.

Students originally enrolled in a course for credit may elect to change their status to that of auditor at any time within the first three weeks of a regular term if they are passing the course at the time the change in status is requested and if they secure the consent of the course instructor. Students must complete an add/drop form and secure permission from the collegiate advising offices in order to make such a change. Students who elect to audit a course will have all the responsibilities and privileges of students taking the course for credit except those of taking the final examination or receiving credit for the course.

## Pass/Fail Policy

Some courses may be taken on a pass/fail basis in which grades of A, B, and C are recorded as pass (P), grades of D are recorded as D and grades lower than D are recorded as Fail (F).

For limitations on courses that may be taken Pass/Fail, consult your advising office. Your intention to take a course on Pass/Fail basis can be made to the Collegiate Advising Office any time up to the end of the third week of the term.

## Policy for Repeating a Course (Undergraduate Students)

An undergraduate student may repeat a course up to two times and will be charged the usual fees for each time. Students are not allowed to repeat a course in which they have an "Incomplete" pending. Additional repeating of a course may be allowed only with written approval from the chair of the student's academic unit and the dean of the student's college of enrollment. When a course is repeated, only the most recent grade earned in the course will be included when calculating the student's cumulative GPA.

## Undergraduate Incomplete (I) Grades:

Students who are doing passing work but who, because of serious illness or other legitimate extenuating circumstances, cannot complete their course work may, at the discretion of the instructor, receive a grade of I (incomplete). Incompletes will not be granted, without an exceptionally good reason, to students who have been absent excessively during the term nor to students who have merely failed to complete course work.

When the instructor grants an incomplete, a "Record of Incomplete" form must be filed in the office of the undergraduate dean. This form, which is to be signed by the instructor should specify what must be done to remove the incomplete and give a deadline for the completion of unfinished work. **The contract will be attached to the course grade report for inclusion in the student's official file in the Office of the Registrar.** The incomplete grade can remain on the student record for up to one year. After that time, unless the course work is completed and the instructor changes it to an alternate grade, **the Office of the Registrar will change the grade to F. Students with more than 9 credits of I will not be permitted to enroll in courses at the university without the permission of the Office of the Dean.**

## Dismissal:

Students who remain on probation for two consecutive semesters are subject to dismissal from the university. Those who fail more than 50 percent of their **grade point hours or earn a GPA of 1.0 or less** for any academic year are subject to dismissal even if they have not previously been on probation.

## Voluntary Withdrawals:

A degree seeking student desiring to withdraw must do so through the collegiate advising office and will be expected to complete a questionnaire identifying their reasons for withdrawal. Mere non-attendance of classes does not constitute a withdrawal. For information concerning refunds of tuition, consult page 4 of this schedule under the heading "Refunds". Non-degree seeking students are strongly encouraged to meet with an advisor before withdrawing.

## Medical/Psychological Withdrawals:

Students who withdraw for medical or psychological reasons should submit a written request to the Center for Student Academic Support. A request for a medical or psychological withdrawal must be supported by a letter from the attending physician or mental health practitioner. Readmission to the University is contingent upon receipt of a letter from the attending physician or mental health practitioner indicating the student is able to attend classes. Withdrawals for psychological reasons must include a 90-day absence from the University. Requests for Medical/Psychological Withdrawals must be submitted to the Center for Student Academic Support.

## Non-Voluntary Withdrawals:

Students may be **required** to withdraw from the University for habitual delinquency in (absence from) class, habitual idleness or any other behavior which prevents the student from fulfilling the purposes implied by registration in the University. Grades of "W" will be entered for each of the courses in which the student was registered. Students who have been required to withdraw must apply for readmission to their dean in the same manner as a dismissed student.

**Grades of students withdrawing with official approval will be determined as follows:**

Students who withdraw from the University due to documented extenuating circumstances before the end of the course adjustment (drop/add) period will not receive a grade. Students who withdraw from the University after the end of the course adjustment (drop/add) period without documented extenuating circumstances will receive a grade of "W". Students may not withdraw after the end of the 12<sup>th</sup> week of classes.

**Students who are required to withdraw during a given term will have the notation *Involuntary Withdrawal (date)* entered on their permanent academic record following the semester in which the action occurred.**

**Final Examination Schedule  
Spring Term 2020**

April 30, Thursday	9:00-11:25	9:30 TTH
	1:00-3:25	3:30 TTH
May 1, Friday	9:00-11:25	8:00 TTH
	1:00-3:25	12:30 TTH
May 4, Monday	9:00-11:25	11:00 TTH
	1:00-3:25	2:00 TTH
May 5, Tuesday	9:00-11:25	11:00 MWF
	1:00-3:25	8:00 MWF
May 6, Wednesday	9:00-11:25	10:00 MWF
	1:00-3:25	1:00 MWF
May 7, Thursday	9:00-11:25	9:00 MWF
	1:00-3:25	2:00 MWF

The following classes will meet for final examinations at the time scheduled for MWF classes:

- 1) One and two hour classes meeting days other than Tuesday and Thursday;
- 2) Classes meeting for four or five days a week.

Final examinations for classes meeting after 3:00 p.m. or that do not fit into the schedule above will occur as specified by individual instructors during the regularly scheduled meeting times in final examination week.

Students who have more than 2 final examinations on the same day may appeal to their Academic Dean to request rescheduling.

**Undergraduate Tuition Rates for the  
2020 Spring Term**

**Continuing Students: Initial enrollment 2014-2015 or earlier**  
Tuition per semester for continuing full-time students--**\$19,901.00 per semester**

(private music lessons not included)  
Tuition per semester hour for continuing part-time students taking 1-11 hours, including audit courses ---**\$1,429.00 per credit hour**

Overload tuition for continuing students for each semester hour  
Over 18 hours-----**\$1,429.00 per credit hour**

**Initial enrollment 2015-2016, and after**  
Tuition per semester for new full-time students.....**\$20,849.00 per semester**

(private music lessons not included)  
Tuition per semester hour for new part-time students taking 1-11 hours, including audit courses ---**\$1,497.00 per credit hour**

Overload tuition for new students for each semester hour  
Over 18 hours-----**\$1,497.00 per credit hour**

**RN to BSN program**  
Tuition per semester for new full-time students.....**\$5,244.00 per semester**

(private music lessons not included)  
Tuition per semester hour for new part-time students taking 1-11 hours, including audit courses ----**\$437.00 per credit hour**

Overload tuition for new students for each semester hour  
Over 18 hours-----**\$437.00 per credit hour**

**English Institute Pathway**  
Tuition per semester for new full-time students.....**\$20,849.00 per semester**

(private music lessons not included)  
Tuition per semester hour for new part-time students taking 1-11 hours, including audit courses ---**\$1,497.00 per credit hour**

Overload tuition for new students for each semester hour  
Over 18 hours-----**\$1,497.00 per credit hour**

**Graduate Tuition Rate for the 2020 Spring Term**

**Continuing Students:**  
Graduate .....**\$1,272.00 per credit hour**

Graduate Business Programs with start date 2018/2019 or earlier .....**\$900.00 per credit hour**

Graduate Business Programs with start date 2019/2020 or later.....**\$1,272.00 per credit hour**

Doctoral Nursing Practice.....**\$1,040.00 per credit hour**

Master of Athletic Training.....**\$800.00 per credit hour**

**Law Tuition Rate for the 2020 Spring Term**

Law- Full-time -12 or more hours..... **\$12,669.00 per semester**  
Law-Part-time -4 year program..... **\$8,868.00 per semester**  
Law-Part-time -5 year program..... **\$6,946.00 per semester**  
Law ..... **\$1,030.00 per credit hour**

Master of Law in American Law.....	<b>\$16,375.00</b>
<b>per semester</b>	
Master of Law in American Law .....	<b>\$1,365.00</b>
<b>per credit hour</b>	
Master of Law in Energy and Natural Resources.....	<b>\$16,375.00</b>
<b>per semester</b>	
Master of Law in Energy and Natural Resources.....	<b>\$1,365.00</b>
<b>per credit hour</b>	
Professional Development Fee.....	<b>\$1,000.00</b>
Law Masters Program.....	<b>\$11,697.00 per semester</b>
Law Masters Program.....	<b>\$974.00 per credit hour</b>
Law Native American Research.....	<b>\$11,697.00 per semester</b>
Law Native American Research.....	<b>\$974.00 per credit hour</b>
Master Juris Indian Law.....	<b>\$976.00 per credit hour</b>
Master-Juris Energy Law .....	<b>\$1,169.00 per credit hour</b>

Prices quoted for travel courses may be in addition to the above tuition charge. Students enrolled in study-abroad courses should consult with the Center for Global Education or the program instructors concerning the amounts and due dates for payment of additional study abroad and travel expenses.

Applicable tuition rates will be determined according to policy as established by The University of Tulsa.

**Fees:**

International Student Services fee.....	** \$180.00 per semester
Student Association fee - Full-time undergraduate (12-18 hours) .....	\$70.00
Student Association fee - Less than full-time undergraduate .....	\$6.00 per hour
Student Association fee - Full-time graduate (9 hours or more) .....	\$70.00
Student Association fee - Less than full-time graduate .....	\$6.00 per hour
Student Association fee - Full-time Law (10 hours or more).....	\$70.00
Student Association fee - Less than full-time Law.....	\$6.00 per hour
Student Services Fee:	
One-time charge for first time (Undergraduates) enrollees .....	\$485.00
Student Services Fee:	
One-time charge for first time (Graduate and Law) enrollees.....	\$100.00
Community Fee-All Full-time students.....	\$175.00
Student Med Ins.-All returning part-time and full-time students***...	\$862.00
Student Med Ins.-All new part-time and full-time students*** .....	\$1003.00

\*\* Non-refundable

\*\*\*Opt-out provision available-- information available at:

<https://studentcenter.uhcsr.com/tulsa>

Subject to change

**Undergraduate and Graduate course related fees, if applicable, are listed in the Undergraduate and Graduate Bulletins.**

Law School fees are listed in the College of Law website <http://www.law.utulsa.edu/>.

Figures in this section are subject to change without notice at the beginning of the fall term.

## Tuition Payment Policy

As a University of Tulsa student, it is your responsibility to ensure that all educational expenses are paid during the semester in which they are incurred. If financial aid does not cover all of your

expenses, you may either pay the balance in full or participate in The University of Tulsa's [Monthly Payment Plan](#).

Please contact The University of Tulsa's Bursar's Office at 918-2600 to obtain information regarding the monthly payment plan or visit the Bursar's Office link on the TU website. A nominal fee will be assessed to establish a monthly payment plan. The University of Tulsa provides e-statements on a monthly basis on all accounts with an unpaid balance regardless of pending aid, payment plans, or financial support other off campus sources.

You will receive an email at your utulsa.edu email address advising you that a statement is available for review in the [TU Portal](#), click View and Pay my Account. It is your responsibility to ensure that your financial obligations to TU are resolved in a timely manner.

Any unpaid balance not covered by financial aid, must either be paid in full or establish a payment plan with 20% down payment. Payment must be received by the Friday prior to the start of the semester.

Currently enrolled students with an unpaid balance will not be allowed to enroll in subsequent semesters. Payments must be current to be in good standing. Payment plans cannot cover multiple semesters. A failed payment plan will result in cancellation of enrollment.

**Non-payment per the terms above or a failed payment plan will result in cancellation of enrollment. A failed payment plan is considered to be two missed payments and or 2 payments that have been returned unpaid.**

Payments not made when due will be subject to a finance charge of 1.5% per month.

\*Participation in a payment plan does not guarantee enrollment in future semesters or a release of transcript or diploma. A failed or delinquent payment plan may result in cancellation of enrollment, will result in an enrollment hold for future semesters, and denial of access to transcripts and diplomas. The payment plan would need to be brought current prior to release of enrollment in future semesters and to grant access to transcripts and diplomas.

If the account remains unpaid, the University reserves the right to suspend or withdraw you from classes; withhold grades, transcripts, and diplomas; deny you future enrollments; and require you to move from student housing.

**Refunds:** If a student withdraws from his/her courses at the university, he/she may receive reduction of tuition based upon the following schedule. The reduction shall be calculated from the date on which application for withdrawal is processed. The University shall follow federally mandated refund schedules as they apply. **Non-attendance of classes does not constitute an official withdrawal or drop.**

### Refund Schedule

First day of classes.....	100%
Day 2 thru end of first week.....	90%
Second and third week.....	50%
Fourth thru seventh week.....	25%
Remainder of semester.....	0%

Financial aid recipients receiving refunds will have their refunds returned to the proper aid accounts as determined by the Student Financial Services Office pursuant to Federal guidelines. The prescribed order of refund distribution is to FFEL programs, Federal Perkins Loan program, Federal Pell Grant Program, and to other Student Financial Aid Programs

### Parking and Card Services

Parking permits and Identification cards are obtained from the Parking and Card Services Office in Fisher Hall. ID cards are required for all students and university employees. **These cards must be carried at all times when on campus and presented to University officials upon request.** They are required for admission to the University libraries and residence halls, for access to many campus activities, and for check cashing identification at the Bursar's Office. All students, staff, and faculty members must register motor vehicles that are to be parked on university parking lots. Motor vehicle registration and ID card requests can be made here: <https://utulsa.edu/parking/>

### Family Educational Rights and Privacy Act

Annually, The University of Tulsa informs students of the Family Educational Rights and Privacy Act of 1974, as amended. This Act, with which the institution intends to comply fully, was designated to protect the privacy of education records, to establish the right of students to inspect and review their education records, and to provide guidelines for the correction of inaccurate or misleading data through informal and formal hearings. Students also have the right to file complaints with The Family Educational Rights and Privacy Act Office (FER-PA) concerning alleged failure by the institution to comply with the Act.

More information regarding FERPA and Student Rights, Freedoms, and Responsibilities can be found here: [FERPA and Student Rights](#)

### Non-discrimination

The Non-discrimination policy for the University of Tulsa can be found here: [Non-discrimination Policy](#)

### Human/Cultural/Gender Diversity Requirement

Students enrolled in the Henry Kendall College of Arts and Sciences must take two courses to fulfill the Human/Cultural/Gender Diversity requirement. Courses that fulfill this requirement can be found here: [Human/Cultural/Gender Diversity](#)

### Interdisciplinary Programs

#### Chinese Studies Major-College of Arts & Sciences

CHIN	3903	ST: Critical Thinking & Language Innovation
CHIN	4303	ST: Critique via Social Media
ECON	2073	Introduction to the Chinese Economy
HIST	2703	History of U.S.-China Relations

#### Environmental Policy Major - College of Arts & Sciences

BIOL	1033	Environment & Humanity
CHEM	1011	General Chemistry I Laboratory
CHEM	1013	General Chemistry I
CHEM	1021	General Chemistry II Laboratory
CHEM	1023	General Chemistry II
CHEM	2024	Energy Technology for the Future
CHEM	3011	Organic Chemistry I Laboratory
CHEM	3013	Organic Chemistry I
CHEM	3021	Organic Chemistry II Laboratory
CHEM	3023	Organic Chemistry II
CHEM	4053	Environmental Chemistry
CHEM	4083	Analytical Chemistry I
CHEM	4133	Biochemistry I
ECON	2013	Principles of Economics I: Macroeconomics
ECON	2023	Principles of Economics II: Microeconomics
ECON	3023	Macroeconomic Theory
ECON	3073	Applied Econometric Methods
ECON	3083	International Economics
ECON	3123	Resources and the Environment
GEOL	1010	Physical Geology Lab
GEOL	1014	Physical Geology
SOC	1033	Sociological Imagination: An Intro to Sociology

### Organizational Studies Major – College of Arts & Sciences

AM	1013	Intro to Arts Org
AM	3023	Arts Administration II
BUS	1013	Business & Society
COM	2013	Communication Systems
COM	4613	Internship
ECON	2013	Principles of Economics I: Macroeconomics
ECON	2023	Principles of Economics II: Microeconomics
ENGL	3003	Writing for the Professions
MGT	2143	Intro to Sport Management
MGT	3003	Principles of Management
MGT	3063	Organizational Behavior
MGT	3103	Human Resource Management
MGT	3173	Revenue Generation for Sport Organizations
MGT	4023	Negotiation & Management Skills
MKTG	3003	Principles of Marketing
ORGS	2223	Org Crime & Deviance
ORGS	4020	Org Studies Portfolio
ORGS	4021	Org Studies Portfolio
ORGS	4022	Org Studies Portfolio
PSY	2053	Psychology of Work
PSY	2153	Applied Sport Psychology
PSY	2253	Foundations of Psychology
PSY	3073	Industrial/Organizational Psychology
SOC	1033	Sociological Imagination: An Intro to Sociology

### Russian Studies Major – College of Arts & Sciences

RUSS	3033	Approach to Russian Literature
RUSS	4113	ST: Modern Russia

### Senior Project

All seniors in the Henry Kendall College of Arts & Sciences must complete a Senior Project. See Program Directors in each Department for a list of courses that fulfill the Senior Project requirement.

## Satisfactory Academic Progress

Federal regulations require that all recipients of federal student financial assistance make satisfactory academic progress toward a degree or eligible certificate. Students applying for assistance through the Federal Pell Grant, Federal SEOG, Federal Work Study, Teach Grant, Oklahoma Tuition Aid Grant (OTAG), Oklahoma Tuition Equalization Grant (OTEG), Oklahoma's Promise, Direct Subsidized Loan, Direct Unsubsidized Loan, Direct Parent PLUS Loan and Direct Graduate PLUS loan programs must meet THREE requirements to maintain their financial aid eligibility at TU:

1. **Qualitative:** Students must meet a required minimum cumulative grade point average.
2. **Quantitative:** Students are required to complete (pass) a minimum 67% of hours they attempt.
3. **Maximum Time Frame:** Students must complete their degree within a timely manner.

These three requirements are summarized in the following charts. Failure to meet ALL of these minimum academic standards will result in the loss of federal financial aid eligibility. Students are expected to know, based on this Satisfactory Academic Progress Policy, when they may be placed on \*Financial Aid Warning, Financial Aid Suspension or Financial Aid Probation. Satisfactory academic progress is reviewed at the end of each semester once grades have been posted to the academic transcript.

1. **Qualitative:** Grade Point Average Requirement – Each student must meet a required minimum cumulative grade point average to remain eligible for federal student aid.

Satisfactory Academic Progress Policy Requirements	Undergraduate Students	Graduate Students	Law Students
Total Hours Attempted from all Institutions	All Hours	All Hours	All Hours
Minimum Cumulative GPA Requirements	2.00 GPA	3.00 GPA	2.00 GPA

2. **Quantitative:** Satisfactory Completion of Semester Hours Requirement. Students must also successfully complete and pass 67% of all courses they attempt. Grades of A, B, C, D, F, P, I, W and MG are all considered attempted hours. All transfer and repeat hours are included in this calculation. Courses dropped within the first 3 weeks of the semester will not be included in the calculation. Please refer to the Financial Aid Satisfactory Academic Progress Standard Charts for Undergraduate Students, Graduate Students, PhD Students and Law Students.

Percentage of cumulative attempted hours a student must complete to remain eligible for federal student aid.	Undergraduate Students	Graduate Students	Law Students
Students must successfully complete:	67% of attempted hours	67% of attempted hours	67% of attempted hours

3. **Maximum Time Frame for Degree Completion:** Students must complete their degree program within an allotted timeframe to remain eligible for federal financial aid. The chart below indicates the timeframe in which a degree must be acquired. Be aware that hour limits are cumulative; therefore, all accepted hours from all institutions attended will be included, even if a student did not receive federal student aid. The Office of Student Financial Services recommends that students contact their academic advisor to ensure they are taking the courses necessary to complete their degree. For federal financial aid purposes grades of A, B, C, D, F, P, I, W and MG are all considered in the attempted hours. Courses dropped within the first 3 weeks of the semester will not be included in the attempted hours. All transfer and repeat hours are included in this calculation. Once students reach their maximum timeframe (150% of the published length of the program) for their specified degree, they are no longer eligible for federal student aid. If there are extenuating circumstances that prevented acceptable progress, students may request an extension of 20 eligibility by submitting a petition to the Office of Student Financial Services. All petitions for federal financial aid reinstatement should be received no later than the first day of class in the semester the suspension takes effect.

Attempted Hours Allowed For Earning a Degree:	Undergraduate Students	Graduate Students	Ph.D. Students	Law Students
150% of the published length of the degree program	186 hours – 1st Bachelor's	54 hours – 1st Master's	135 hours – Ph.D.	132 hours - Law

### Repeated Coursework

Students may receive federal financial aid consideration to repeat a previously passed course once. Student may repeat failed courses until they have attained a passing grade. An "Incomplete" grade (I) that remains on the academic record at the time satisfactory academic progress is reviewed will be treated as not completed, but the attempted hours will be counted. Upon completion of the Incomplete (I) course, the grade and course will be given due credit in future consideration.

\*Please note: Financial Aid Warning, Financial Aid Probation and Financial Aid Suspension are separate from Academic Probation and Academic Suspension.

### Satisfactory Academic Progress (SAP) Evaluation

Satisfactory Academic Progress is evaluated at the conclusion of each academic semester after grades have been posted. All attempted and transfer hours are counted during this evaluation. Courses dropped within the first 3 weeks of the semester will not be included in the SAP evaluation.

- **Good Standing** – students that are enrolled in an eligible program, in compliance with satisfactory academic progress and receiving federal aid.
- **A Financial Aid Warning** – students are placed on Financial Aid Warning if they do not meet both requirements I and II of the Satisfactory Academic Progress Policy (SAP). During this warning status, financial aid eligibility and payment of funds will be continued throughout the Financial Aid Warning period. Note: A warning is not given to students regarding maximum time frame, it is the student's responsibility to know how many hours they have attempted and where they stand. Students that have been placed on Financial Aid Warning may be removed from that status and return to Good Standing by meeting the completion rate and/or cumulative grade point average requirements as set forth in the Satisfactory Academic Progress Policy by the end of the Financial Aid Warning term. A student who returns to good standing after the Financial Aid Warning period

and then does not meet SAP at the end of the next term, can be placed on Financial Aid Warning again. However, a student cannot be placed on a Financial Aid Warning status for consecutive terms.

- **Financial Aid Suspension** – will be required for students who fail to meet either requirements 1 and 2 at the conclusion of their Financial Aid Warning. Students placed on Financial Aid Suspension have had consecutive terms of SAP non-compliance. Students cannot receive funds from the federal aid programs listed above while suspended. The Financial Aid Officer will determine if the Financial Aid Suspension can be appealed. Students will be allowed to appeal their first suspension and if approved, will be put on Financial Aid Probation.
- **Financial Aid Probation** – is assigned to students who were on Financial Aid Suspension, appealed and have received an appeal approval. The status of Financial Aid Probation is given for the next period of enrollment to demonstrate satisfactory academic progress. The student will receive an approval letter along with a list of conditions that must be performed for reinstatement of federal financial aid for the upcoming semester. Students can be placed on Financial Aid Probation for one payment period per appeal at The University of Tulsa. The student must comply with the completion and grade point average requirements by the end of the semester. After grades for the semester are posted to the student academic transcript, the Student Financial Services Office will review the academic performance of the student to determine if the satisfactory academic progress requirements are met. If the student meets the SAP requirements at the completion of the semester, federal financial aid is continued for future semesters. If the student cannot mathematically achieve SAP standards in one payment period, an academic plan will be required.
- **Financial Aid Academic Plan** – is the status assigned to students who were on Financial Aid Suspension, appealed and have received an appeal approval but cannot achieve SAP standards within one payment period. Students in this category must follow an individually designed Academic Plan developed by the Academic Advisor to ensure achievement of satisfactory academic progress standards over an assigned period of time. Students remain eligible for federal aid as long as the conditions of the Academic Plan are met.

Rules are applied uniformly to all students whether or not aid has been received previously.

#### **Financial Aid Appeal Process**

A student with extenuating circumstances may appeal a Financial Aid Suspension by submitting a Financial Aid Satisfactory Academic Progress Appeal form to the Office of Student Financial Services within two weeks of the date of the letter of suspension. Appeals must explain in detail why the student failed to meet the minimum academic standards, what extenuating circumstances caused the failure and how the situation has since improved. Examples of extenuating circumstances include, but are not limited to, illness, medical issues with immediate family members or a death in the family. Personal or financial issues with family, friends, or roommates are not considered extenuating circumstances. The Financial Aid Appeals Committee will evaluate all documentation submitted and the student's appeal will be approved or denied. The results of the appeal will be emailed to the student's TU email account within approximately ten working days from the submission date. If the appeal is denied, the student is responsible for paying for their own educational costs until the student improves his/her scholastic record to meet the minimum standards of academic progress. Students who were denied due to maximum time frame are responsible for paying for their own educational costs for the remainder of their degree program.

If the appeal is approved, the student will either be:

1. Placed on **Financial Aid Probation** for one semester only, or
2. Placed on an **Academic Plan** designed for completion rate and/or cumulative grade point average improvements until the standards of the SAP policy are met, not to exceed one year from the date of the Academic Plan.

The student's approval letter will explain all requirements that must be met during his/her probationary period to continue to receive financial aid.

#### **Removal from Financial Aid Suspension Without Appealing**

To re-establish federal financial aid eligibility without completing the appeal process noted above, students must meet all the criteria listed in the Office of Student Financial Services Satisfactory Academic Progress Policy. A student on Financial Aid Suspension can re-establish eligibility by meeting the standards of the SAP Policy by achieving a completion rate of 67% and a required minimum cumulative grade point average without federal and/or state financial aid assistance.

#### **Changing Majors**

Students who change majors should contact the Office of Student Financial Services regarding how this will impact your satisfactory academic progress for federal financial aid.

#### **Study Abroad or Consortium Classes**

Any student who has completed a semester with study abroad or has a consortium agreement as a visiting student with another college or university must wait until the study abroad/visiting student grades have been submitted to TU to determine satisfactory academic progress. The student cannot receive federal financial aid for the semester following the study abroad/visiting student semester until the grades are received from the college or university in which the student was enrolled as a study abroad/visiting student and posted to the student's TU academic transcript.

If you are a Presidential Scholar with no federal financial aid, your next semester's funds will not disburse until academic transcripts have been received from the study abroad/visiting student program. All Presidential Scholars must complete at least twelve (12) credit hours per semester with a minimum 3.25 cumulative GPA. After study abroad/visiting student grades are posted to the student's TU academic transcript, eligibility for Presidential Scholar funding will be determined.

#### **Changing from Undergraduate to Master's or from Master's to Doctoral Programs**

If the student is beginning a new degree level, satisfactory academic progress begins in a clear status for the new program.

#### **Students Who Have Been Out of Attendance for Over a Year**

The University of Tulsa reviews satisfactory academic progress each payment period. If the student was not making satisfactory academic progress when last enrolled, provided it was more than a year ago, the student can be placed on Financial Aid Warning for the first payment period.

#### **Part-Time Students**

If the student receives part-time federal financial aid, the required hours completed for satisfactory academic progress will be reduced proportionately.

**Transfer Hours**

Transfer hours that are accepted by TU and are applied toward the student's current program, will be included as both attempted and completed hours.

**Audit Courses**

Grades of audit (AU) are not counted in the total hours attempted for any semester or as successful completion of the course. Students cannot receive federal financial aid for audit courses.

**Independent Courses**

Independent courses may count toward successful completion of hours attempted if they are completed by the last day of the semester. For information about eligibility and payment of federal financial aid for this type of course, please contact the Office of Student Financial Services.

**Leave of Absence Policy Regarding Return of Title IV (R2T4)**

If an academic Leave of Absence (LOA) is granted, the student's Title IV funding will be evaluated the same as any student who completely withdraws from The University of Tulsa and the Return to Title IV Funds rules will be followed, as applicable.

**Student Responsibility**

Students are held responsible for reading and understanding the Satisfactory Academic Progress eligibility requirements and knowing their status at the end of each semester. For questions, contact the Office of Student Financial Services at (918) 631-2526.