The University of Tulsa

Fall Term 2021
Important Enrollment Information
The most current offerings of courses can be found on the TU web site: http://www.utulsa.edu/courses/schedule

REGISTRATION FOR FALL TERM 2021

Registration for the Fall Term 2021 begins on Monday, March 29, 2021, for current University seniors. Students who have a hold (financial or otherwise) will not be able to enroll for fall classes until the hold(s) has been lifted by the following offices:

- Academic/Dean's Hold: Academic Advisor
- Admission Hold: Undergraduate Admission
- Alexander Health Center Hold: Health Center
- Business Office Hold: Susan Everett
- Disciplinary Hold: Dare Chronister
- Housing Hold: Shelley Faust

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 Making Application for Undergraduate Admission to the University

I. Application for Admission: An application form (available online at apply.utulsa.edu or through the Common Application at commonapp.org) and all required documents should be submitted no later than August 1 for fall enrollment. A one-time, non-refundable application fee of $50.00 (submit a check or money order payable to The University of Tulsa or credit card payment here) must accompany the application.

II. Transcripts:
A. Entering freshmen must request official high school transcripts mailed or transmitted electronically to the Office of Admission by the high school.
B. Transfer students must request official college transcripts from each college attended. If fewer than 48 hours have been completed at the time of application, an official high school transcript is also required. Transcripts must be mailed from the institution issuing the transcript directly to the Office of Admission and are not considered official if hand delivered by the student.
C. Students who have earned a G.E.D. must provide an official G.E.D. score report, as well as an official transcript of any completed high school work.

III. ACT or SAT: For the 2021-2022 admission cycle, the University is test-optional. Freshman applicants are given the choice to submit test scores and given the option to have their test scores considered for admission and scholarship.

IV. PRA (Green Card) Verification: Permanent Resident Aliens (PRA.) should provide a signed and dated copy of the front and back of their green card.

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 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. Acceptance to the program is determined by the enrollment office based on academic and personal qualifications. Course selections are subject to prerequisites and/or approval from the professor. If prerequisites have been met through AP testing, official test results must be on file with TU’s Office of the Registrar. 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 Office of Admission. A completed application includes $50.00 application fee, complete official records with certified English translations of all academic work, TOEFL, and a financial resources statement. Further information and applications are available from Office of Admission.

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 to the College of Law is made at the Office of the Dean in the Law School.
Fall Enrollment Schedule

Monday, March 29 and Tuesday, March 30 .................Seniors
Wednesday, March 31 and Thursday, April 1 ...............Juniors
Monday, April 5 and Tuesday, April 6 .....................Sophomores
Wednesday, April 7 and Thursday, April 8 ..............Freshmen

Late Enrollments

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

University Calendar

August 23, Monday ..........................8:00 a.m. ..........Class Instruction Begins
September 6, Monday ...........................Labor Day Holiday
October 25- November 5 ....................Pre-Registration for 2021 Spring Term
November 22, Monday 8:00 a.m. ............Thanksgiving Day Recess Begins
November 29, Monday ..........................8:00 a.m. ..........Class Instruction Begins
December 7, 8 Tuesday & Wednesday ..................Reading Days
December 9, 10 (Thursday & Friday) and December 13-16 (Monday, Tuesday, Wednesday, Thursday) .........................Final Examinations
December 18, Saturday ........................................End of Term

Important Dates

Tuesday, August 31 ...........................................Last day to add a class
September 10 Last day for withdrawing from a class without academic penalty
September 10 ..................................................Last day to declare an Audit
November 12 ....Last day to sign a pass/fail declaration with Advising Center
November 12 ..............................................No withdrawals permitted after this date

Policy for Auditing Courses

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 exam or receiving credit for the course.

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 grant 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 dean in order to make such a change.

Students who enroll in a course for audit but fail to attend the course may be withdrawn at the request of the instructor and the approval of the academic dean. The University's normal refund policy will apply.

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 Academic Advisor any time up to the end of the third week of the term.

University Policies

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 will remain on the student record for no more than one year or an earlier date as designated by the instructor. 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 Incomplete to an 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 discuss the matter with their advisor. The request for withdrawal must be approved by the college dean. Non-degree seeking students are strongly encouraged to meet with an advisor before withdrawing.

Medical/Psychological/Hardship Withdrawals:

The University of Tulsa works hard to offer special assistance to any student who faces unforeseeable, catastrophic personal hardship or medical/psychological complications and needs to seek full withdrawal from all classes. Students should contact the Director of Student Access immediately to discuss any assistance available and to receive information regarding support referrals, deadlines, documentation, conditions and other requirements to establish and retain eligibility for this support. This type of assistance will not generally be granted on a retroactive basis, so students should talk with the Director of Student Access as soon as possible for help. In most cases, withdrawal under these policies for psychological reasons will require at least 90 days of time away before attempting to reenroll. Supporting documentation for the student's return to the University must be received by the Accessibility Officer and ADA Coordinator in the Office of Compliance at least 30 days before readmission can be considered. Graduate students should also contact the Graduate School to discuss any assistantships, scholarships and/or fellowships provided by the Graduate School and to discuss the impact of the Leave of Absence on their academic plans. Students are encouraged to obtain tuition insurance if the student has medical, psychological, or other conditions that might necessitate full withdrawal at some point. It should be noted that a student may voluntarily withdraw for any reason (medical or otherwise) before the 12th week of classes through the normal withdrawal process. The complete policies are available through the Office of Compliance, (918) 631-2000.
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 but prior to the end of the withdrawal period without documented extenuating circumstances will receive a grade of "W".

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
Fall Term 2021

December 9, Thursday ....... 9:00-11:25..........................11:00 MWF
1:00-3:25.......................... 8:00 MWF

December 10, Friday ....... 9:00-11:25..........................10:00 MWF
1:00-3:25.......................... 1:00 MWF

December 13, Monday ....... 9:00-11:25..........................9:00 MWF
1:00-3:25.......................... 2:00 MWF

December 14, Tuesday ....... 9:00-11:25.......................... 9:30 TTH
1:00-3:25.......................... 3:30 TTH

December 15, Wednesday ... 9:00-11:25.......................... 8:00 TTH
1:00-3:25.......................... 12:30 TTH

December 16, Thursday ....... 9:00-11:25.......................... 11:00 TTH
1:00-3:25.......................... 2:00 TTH

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 2021 Fall Term

Tuition for full-time students ..................$22,119.00 per semester
(undergraduate tuition for full-time students not included)

Tuition per semester hour for part-time students taking
1-11 hours, including audit courses .......... $1,588.00 per credit hour

Overload tuition for each semester hour
Over 18 hours ........................................ $1,588.00 per credit hour

RN to BSN program
Tuition for full-time students ..................$5,568.00 per semester
(undergraduate tuition for full-time students not included)

Tuition per semester hour for new part-time students taking
1-11 hours, including audit courses .......... $464.00 per credit hour

Overload tuition for each semester hour
Over 18 hours ........................................ $464.00 per credit hour

English Institute Pathway
Tuition for full-time students ..................$22,119.00 per semester
(undergraduate tuition for full-time students not included)

Tuition per semester hour for part-time students taking
1-11 hours, including audit courses .......... $1,588.00 per credit hour

Overload tuition for new students for each semester hour
Over 18 hours ........................................ $1,588.00 per credit hour

Graduate Tuition Rate for the 2021 Fall Term

Graduate ........................................$1,349.00 per credit hour

Graduate Business Programs with start date 2018/2019 or earlier ........................................ $955.00 per credit hour

Graduate Business Programs with start date 2019/2020 or later ........................................ $1,349.00 per credit hour

Doctoral Nursing Practice ......................$1,103.00 per credit hour

Master of Athletic Training .....................$849.00 per credit hour

Law Tuition Rate for the 2021 Fall Term

Law- Full-time -12 or more hours ........ $13,440.00 per semester
Law-Part-time -4 year program ............. $9,408.00 per semester
Law-Part-time -5 year program ............. $7,370.00 per semester
Law ................................................. $1,093.00 per credit hour

Master of Law in American Law .......... $17,372.00 per semester
Master of Law in American Law .......... $1,448.00 per credit hour
Master of Law in Energy and Natural Resources .. $17,372.00 per semester
Master of Law in Energy and Natural Resources .......... $1,448.00 per credit hour
Professional Development Fee .......................... $1,061.00

Law Masters Program .........................$12,396.00 per semester
Law Masters Program ......................... $1,033.00 per credit hour
Law Native American Research ............ $12,396.00 per semester
Law Native American Research $1033.00 per credit hour
Master Jurisprudence Indian Law $1,035.00 per credit hour
Master Jurisprudence Energy Law $1,240.00 per credit hour

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:
One Time Enrollment Fee $200.00
International Student Services fee $180.00 per semester
Student Association fee - Less than full-time undergraduate $6.00 per hour
Student Association fee - Full-time graduate (9 hours or more) $75.00
Student Association fee - Less than full-time graduate $6.00 per hour
Student Association fee - Full-time Law (10 hours or more) $75.00
Student Association fee - Less than full-time Law $6.00 per hour
Technology fee $250.00
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 $125.00
Student Medical Insurance-All part-time & full-time Undergraduate
Students $2021.00 Annual Rate
Student Medical Insurance-All part-time/full-time Law students $2021.00 Semester Rate
Student Medical Insurance-All Graduate students $2021.00 Semester Rate

** Non-refundable

***Opt-out provision available-- information available at:
https://studentcenter.uhcsr.com/school-page
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 918-631-2600 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.

Fall billing will begin on July 1

New students enrolled prior to August 1, 2021:
In order to avoid enrollment cancellation, any balance not covered by financial aid must either be paid in full or establish a payment plan with 20% down payment by August 1.

New students who enroll after August 1, 2021:
In order to avoid enrollment cancellation, any balance not covered by financial aid must either be paid in full or establish a payment plan with a 20% due payment immediately upon enrollment.

Currently enrolled students
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.

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.

Currently enrolled students with an unpaid balance will not be eligible to enroll in a subsequent semester unless enrolled in a payment plan and payments are current. The payment plan cannot cover multiple semesters.

A failed payment plan will result in cancellation of enrollment.

*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

<table>
<thead>
<tr>
<th>Period</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>First day of classes</td>
<td>100%</td>
</tr>
<tr>
<td>Day 2 thru end of first week</td>
<td>90%</td>
</tr>
<tr>
<td>Second and third week</td>
<td>50%</td>
</tr>
<tr>
<td>Fourth thru seventh week</td>
<td>25%</td>
</tr>
<tr>
<td>Remainder of semester</td>
<td>0%</td>
</tr>
</tbody>
</table>

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.

**Explanation and Abbreviations**

The "Course" column lists the catalogue number of each course. Courses numbered from 1000 to 1990 are primarily for freshmen; 2000 to 2990 are for sophomores; 3000 to 3990 are for juniors; 4000 to 4990 are for seniors; 5000 to 5990 are advanced senior level courses taken with advisors’ approval only; 6000 to 6999 are undergraduate courses being taken for graduate credit; 7000 and above are for graduates.

Numerals following course numbers indicate sections, i.e., Math 1013-01.

Synonym numbers follow section numbers and are used to facilitate data entry of courses in the computer.

Course titles are given in the "Title" column.

The "Cr" column lists the semester hours of credit given in each course.

Courses listed in bold face type are offered after 5:00 p.m.

**Identification Cards**

Identification cards, obtained from Fisher Hall 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 requests.** 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 business office.

**Parking Permits**

All students, staff, and faculty members must register motor vehicles that are to be parked on university parking lots. Parking permits and copies of parking regulations should be obtained from the ID and Parking Office located in Fisher Hall.

**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.

Copies of the law as recorded in the Federal Register may be reviewed in the Student Affairs Office, along with the statements and policies which govern The University of Tulsa's compliance with the provisions of the Act.

**Nondiscrimination**

The University of Tulsa employs, advances, admits and treats in its employment and educational programs, all persons without regard to the race, color, national origin, gender, age, religion, handicap, or status as a veteran.

**The First Year Experience Course**

All incoming freshmen will be enrolled into FYE-1001 First Year Experience. The mandatory, one-credit hour course is designed to orient new students to academic life and discuss strategies for student success.

**Interdisciplinary Majors**

*Chinese Studies (Interdisciplinary Major-College of Arts & Sciences)*

Spanning literature, philosophy, history, political science, economics, business, anthropology, media and translation studies, this interdisciplinary program is designed to equip students with integrated skills to pursue international careers and to lead future intellectual exchange. The major consists of 30 credit hours (21 or more at the upper level). *The University is not accepting new majors in this program.*

<table>
<thead>
<tr>
<th>ECON</th>
<th>3253</th>
<th>The Chinese Economy</th>
</tr>
</thead>
<tbody>
<tr>
<td>HIST</td>
<td>2613</td>
<td>China &amp; Japan from Antiquity to 1800</td>
</tr>
</tbody>
</table>

**Environmental Policy (Interdisciplinary Major-College of Arts & Sciences)**

<table>
<thead>
<tr>
<th>BIOL</th>
<th>1031</th>
<th>Environ &amp; Humanity Lab</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL</td>
<td>1033</td>
<td>Environmental &amp; Humanity</td>
</tr>
<tr>
<td>BIOL</td>
<td>1123</td>
<td>Intro Indoor Air Quality</td>
</tr>
<tr>
<td>BIOL</td>
<td>1603</td>
<td>Intro Organ Evol Biol</td>
</tr>
<tr>
<td>BIOL</td>
<td>1611</td>
<td>Intro Org Evol Biol Lab</td>
</tr>
<tr>
<td>BIOL</td>
<td>3164</td>
<td>Field Ecology</td>
</tr>
<tr>
<td>CHEM</td>
<td>1004</td>
<td>Chemistry in Medicine</td>
</tr>
<tr>
<td>CHEM</td>
<td>1011</td>
<td>General Chemistry Lab</td>
</tr>
</tbody>
</table>
Certificate

Classical Studies
(Certificate – College of Arts & Sciences)
Satisfactory Academic Progress-SAP

Federal regulations require that all recipients of 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 (OHLAP), Federal Perkins Loan, Direct Subsidized Stafford Loan, Direct Unsubsidized Stafford Loan, Direct Parent PLUS Loan and Direct Graduate PLUS Loan programs must meet THREE requirements to maintain their financial aid eligibility at The University of Tulsa.

1. **QUALITATIVE**: Students are required to maintain a minimum cumulative grade point average.
2. **QUANTITATIVE (PACE)**: 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.

(see table below)

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.

<table>
<thead>
<tr>
<th>Satisfactory Academic Progress Policy Requirements</th>
<th>Undergraduate Hours</th>
<th>Graduate Students</th>
<th>Law Students</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Hours Attempted from all Institutions</td>
<td>All Hours</td>
<td>All Hours</td>
<td>All Hours</td>
</tr>
<tr>
<td>Minimum Cumulative GPA Requirements</td>
<td>2.00 GPA</td>
<td>3.00 GPA</td>
<td>2.00 GPA</td>
</tr>
</tbody>
</table>

2. **Quantitative (PACE) - 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, MG and W are all considered attempted hours. All transfer and repeat hours are included in this calculation. Please refer to the Financial Aid Satisfactory Academic Progress Standards charts for Undergraduate Students, Graduate Students, Law Students and PhD Students.

\[
\text{Quantitative (PACE)} = \frac{\text{Total Number of credit hours successfully completed}}{\text{Total number of credit hours attempted}}
\]
### Percentage of cumulative attempted hours a student must complete to remain eligible for Federal Student Aid

<table>
<thead>
<tr>
<th>Students</th>
<th>Undergraduate Students</th>
<th>Graduate Students</th>
<th>Law Students</th>
</tr>
</thead>
<tbody>
<tr>
<td>Students must</td>
<td>67% of attempted</td>
<td>67% of attempted</td>
<td>67% of</td>
</tr>
<tr>
<td>successfully</td>
<td>courses</td>
<td>courses</td>
<td>courses</td>
</tr>
<tr>
<td>complete:</td>
<td></td>
<td></td>
<td></td>
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</tbody>
</table>

### Maximum Time Frame for Degree Completion - Students must complete their degree program within an allotted time frame to remain eligible for financial aid. The chart below indicates the time frame 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 Student Financial Services Office recommends that students contact their academic advisor to ensure they are taking the courses necessary to complete their degree. For financial aid purposes grades of A, B, C, D, F, P, I, MG and W are all considered attempted hours. All transfer and repeat hours are included in this calculation. Once students reach their maximum time frame (150% of the published length of the program) for their specified degree, they are no longer eligible for federal student aid and are placed on Financial Aid Suspension. If there are extenuating circumstances that prevented acceptable progress, students may request an extension of eligibility by submitting a petition to the Student Financial Services Office. 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.

<table>
<thead>
<tr>
<th>Attempted Hours Allowed for Earning a Degree - 150% of the published length of the degree program</th>
<th>186 hours</th>
<th>54 hours</th>
<th>474 hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Bachelor's Degree</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>135 hours – Ph.D.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>132 hours – Law</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Repeated Coursework

Students may receive federal financial aid consideration to repeat a previously passed course once. Students 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.