REGISTRATION FOR FALL TERM 2023

Registration for the fall term begins on Monday, March 27, 2023. Students who have a hold (financial or otherwise) will not be able to enroll for summer classes until the hold(s) has been lifted by the respective offices. Holds may be viewed in Self-Service.

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 2023-2024 admission cycle, the University is test-optional. The University of Tulsa is extending the standardized test score requirement suspension to students applying for Spring 2023 and Fall 2023 freshman admission. Students wishing to submit a score are welcome to do so.

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. Contact grad-enrollment@utulsa.edu with any questions on how to add course/s for the fall.

College of Law

Application for admission to the College of Law is made at the Office of the Dean in the Law School.
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 Success Coach 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 three 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 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. 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 2023

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
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<tbody>
<tr>
<td>December 7, Thursday</td>
<td>9:00-11:25</td>
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<tr>
<td></td>
<td>1:00-3:25</td>
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<tr>
<td>December 8, Friday</td>
<td>9:00-11:25</td>
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<td></td>
<td>1:00-3:25</td>
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<tr>
<td>December 11, Monday</td>
<td>9:00-11:25</td>
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<tr>
<td></td>
<td>8:00 TTH</td>
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<td></td>
<td>1:00-3:25</td>
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<tr>
<td></td>
<td>12:30 TTH</td>
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<tr>
<td>December 12, Tuesday</td>
<td>9:00-11:25</td>
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<tr>
<td></td>
<td>11:00 TTH</td>
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<tr>
<td></td>
<td>1:00-3:25</td>
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<tr>
<td>December 13, Wednesday</td>
<td>9:00-11:25</td>
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<td></td>
<td>11:00 MWF</td>
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<td></td>
<td>1:00-3:25</td>
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<tr>
<td></td>
<td>8:00 MWF</td>
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<tr>
<td>December 14, Thursday</td>
<td>9:00-11:25</td>
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<tr>
<td></td>
<td>10:00 MWF</td>
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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.
Master of Law in American Law .................$18,430.00 per semester
Master of Law in American Law ..............$1,536.00 per credit hour
Master of Law in Energy and Natural Resources .................................................................$18,430.00 per semester
Master of Law in Energy and Natural Resources .................................................$1,536.00 per credit hour
Law Masters Program..............................$18,430.00 per semester
Law Masters Program...........................$1,536.00 per credit hour
Master Jurisprudence Indian Law..................$1,098.00 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:

Student Services Fee:  
One time charge for first time enrollees ................. $500.00
One time charge for first time Graduate/Law enrollees...$100.00

One time enrollment deposit **.................................$500.00

International Student Services fee ..............** $186.00 per semester

University Fee

Full-time students undergraduate (12-18 hours) .................................................................$585.00 per semester
Full-time students graduate (9 hours) ..............................................................................$585.00 per semester
Part-time students.................................................$8.00 per credit hour

Student Medical Insurance-All Graduate students (excluding online), all student athletes, all nursing students, and all international students are automatically enrolled at registration.

Rate***.................................................................TBD

**Non-refundable

**Opt-out provision available-- information will be posted at Student Health Insurance - The University of Tulsa (utulsa.edu)

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 Payments

Fall billing will begin August 30, 2023 for all students.

Fall 2023 tuition is due by September 15, 2023. The University accepts VISA, MasterCard, American Express, and Discover credit cards. A processing fee of 2.95 percent of the amount paid ($3 minimum) will be assessed for online student account payments that are made by debit or credit card. A finance charge of 1.5% per month will be assessed on any outstanding balances that are not on an established payment plan after September 15, 2023.

To assist our enrolled students in meeting financial obligations, The University of Tulsa offers a semester-based payment plan as an alternative to the traditional lump-sum payment method. This plan provides an opportunity for families and enrolled students to pay university-billed expenses in regular monthly installments.

To view the TU payment plan options, go to https://utulsa.edu/bursar/payment-plans/. Payment plans have to be set up each semester.

- First payment due at time of plan enrollment
- Subsequent payments are due by the 15th of each month during the established payment plan period.
- $30 enrollment fee (non-refundable)
- No finance charges as long as installment payments are current
- No enrollment/academic holds as long as installment payments are current
- A failed payment plan is considered to be two missed payments and or 2 payments that have been returned unpaid.

Payment Plan Enrollment Deadline
- Fall: September 15th

Parents and guardians can be added as an authorized user to a student’s account. As an authorized user you will be able to see account balance information, account activity and make payments. To be added as an authorized user your student must add your name and e-mail to their account by visiting utulsa.edu/bursar/authorized-user-access

The University of Tulsa provides e-statements on a monthly basis on all accounts with an unpaid balance regardless of pending aid, payment plan, or financial support from other off campus sources. You will receive an email at your utulsa email address advising you that a statement is available for review at http://portal.utulsa.edu. Click on view and pay my account to view your most recent account statement.

Currently enrolled students with an unpaid balance will not be eligible to enroll in a future semester unless the student is on an approved university payment plan, is not past due on any of the agreed to monthly payments and the terms of the payment plan allow for payment in full for the current unpaid balance by the start of the semester in which the student wishes to be enrolled.

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.
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, 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 Programs

In addition to classes listed as part of the degree requirements in self-service, these courses also apply towards certain interdisciplinary majors/minors/certificates in Arts and Sciences. Please coordinate with your Student Success Coach to have these applied to your balance sheet as necessary.

For a full list of Interdisciplinary programs in the Henry Kendall College of Arts & Sciences at The University of Tulsa and regularly approved courses, please visit the bulletin or contact advising@utulsa.edu.

Interdisciplinary Majors

Environmental Policy
BIOL 1603 Intro Organ Evol Biol
BIOL 1611 Intro Org Evol Biol Lab
SOC 1033 Sociological Imagination

Organizational Studies
ECON 3033 Microeconomic Theory
MGT 3163 Managing Not Prof Org
MGT 4333 International Sport Bus
PSY 2153 Applied Sport Psychology

Certificate

Classical Studies
ARTH 2203 Survey of Art History I
ARTH 3143 The Global Renaissance
CPLT 2383 Classical Mythology

Interdisciplinary Minors

African American Studies
ANTH 2863 Anthropology of Race in the Age of Black Lives
ANTH 4503 Greenwood Unbroken: Archaeology of Black Heritage in Oklahoma
ENGL 4823 Liberation Poetics
Cultural Diversity & Gender Studies 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](#).
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 Probation, or Financial Aid Unsatisfactory status. 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.

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.

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 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 unsatisfactory status takes effect.

**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.

*Please note: Financial Aid Probation and Financial Aid Unsatisfactory status 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.

- **Satisfactory**– students that are enrolled in an eligible program, in compliance with satisfactory academic progress and receiving federal aid.
- **Probation**– students are placed on Financial Aid Probation if they do not meet both requirements I and II of the Satisfactory Academic Progress Policy (SAP). During this probation, financial aid eligibility and payment of funds will be continued throughout the Financial Aid Probation. Note: Probation 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 Probation may be removed from that status and return to Satisfactory status. 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 Probation term. A student who returns to good standing after the Financial Aid Probation and then does not meet SAP at the end of the next term, can be placed on Financial Aid Probation again. However, a student cannot be placed on a Financial Aid Probation status for consecutive terms.
• Financial Aid Unsatisfactory Status – will be required for students who fail to meet either requirements 1 and 2 at the conclusion of their Financial Aid Probation. Students placed on Financial Aid Unsatisfactory status have had consecutive terms of SAP non-compliance. Students cannot receive funds from the federal aid programs listed above while having an unsatisfactory status. The Financial Aid Officer will determine if the Financial Aid Unsatisfactory status can be appealed. Students will be allowed to appeal their first unsatisfactory status and if approved, will be put on Financial Aid Probation.

• Financial Aid Probation – is re-assigned to students who were on Financial Aid Unsatisfactory status, 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 appeal 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 Unsatisfactory status, 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 Unsatisfactory status 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 Unsatisfactory Status 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 Unsatisfactory status 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 Probation 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.