

SATISFACTORY ACADEMIC PROGRESS POLICY

Satisfactory Academic Progress (SAP) is the term used to denote a student's successful completion of coursework toward a certificate or degree. The Financial Aid & Scholarships Office (FASO) must monitor the academic progress of each student in order to meet federal and state guidelines governing the administration of student financial assistance. Students who fall behind in their coursework or fail to achieve minimum standards for grade point average and completion of classes may lose their eligibility for all types of federal, state and university aid administered by the FASO. **Evaluations occur after each Fall, Spring and Summer term.**

There are three components to SAP. Failure to comply with any component may result in a loss of aid eligibility. The three components are as follows.

1. Minimum Grade Point Average (GPA)

- Undergraduate Student – 2.0
- Teacher Certification – 2.0
- Graduate Student – 3.0

2. Hour Completion Rate (Deficit Hours)

While students are expected to enroll full-time to be eligible for financial aid, students must be enrolled in at least 6 hours each semester (term) and successfully complete at least 75% of all credit hours attempted. This percentage includes all credit hours attempted, regardless of whether or not financial aid was received. Grades of W, F, I, U, NC, IP, Q, X and repeat courses for which credit is not earned are not considered successfully completed.

3. Maximum Credit Hours (Excessive Hours)

Undergraduate and Graduate/Doctoral students are eligible to receive financial assistance for a limited period of time while pursuing a degree. The number of credit hours a student attempts should not exceed 150% of the credit hours required for graduation in the chosen program of study, as published in the University catalog. Credit hours are cumulative; thus, students working towards obtaining more than one degree in the same category (e.g., two Masters) may exceed the maximum hours. All attempted hours are considered in this evaluation, including transfer course work and courses for which aid was not received.

Undergraduate Students

Most degrees require 120 credits for graduation. Therefore, students must not exceed 180 attempted credit hours in order to remain eligible for financial aid. Students who exceed 180 attempted credit hours are considered ineligible for financial aid based on excessive hours.

Graduate/Doctoral Students

The minimum hours required to receive a Graduate or Doctoral degree range from 30 credits to 36 credits, depending upon the type of degree plan. Students who have credit hours exceeding 150 percent of their minimum hours required are considered ineligible for aid based on excessive hours.

Remedial courses: Students who have attempted 10 remedial courses (30 credit hours) and are enrolled in or are required to enroll in additional remedial hours are not eligible to receive federal financial aid.

Summer Aid Consideration

Students who are not eligible for Spring aid will not be evaluated for Summer aid until deficiencies are removed. Students that fail to meet SAP at the end of the spring semester will not be eligible for financial aid for the summer.

Warning Semester

Undergraduate students who are not in compliance with the cumulative GPA and Hour Completion Rate requirements will be given a warning semester. At the end of the warning semester, students who fail to regain compliance with the SAP policy are not eligible for financial aid.

Appeal Process

Students who fail to maintain SAP due to a mitigating circumstance (e.g., medical reasons, death in the family, etc.) may submit a written appeal with supportive documentation after they have received official notification of denial. Appeals will be evaluated as soon as possible. Any student submitting an appeal will receive a written response within ten (10) working days of the documentation arrival. If an additional appeal is desired, the student may request an appeal hearing to provide additional documentation to support his or her appeal. Any student who has been denied financial aid due to lack of SAP must be prepared to pay registration costs regardless of any pending appeal status. The Financial Aid and Scholarships Office will not recommend any extension of payment deadlines for these students.

Appeal Categories for Low GPA and Low Completion Rate

- Death of an immediate family member (Immediate family member is a parent, child brother or sister);
- Illness or Injury which caused an inability to attend or prepare for class for an extended period;
- Extenuating circumstances beyond your control other than one of the above situations.

Important: Students who do not meet one of the above categories are not eligible for an appeal.

Notes:

- Appeals based solely on financial and/or emotional needs without sufficient explanation or documentation will not be accepted.
- Work is not considered a hardship since financial aid is viewed as a supplement to the student's income in order to help reduce the number of hours the average student would have to work in any given week.
- It is the responsibility of the student to successfully complete all classes enrolled. Please remember that dropping a class, failing a class, withdrawing from a class or repeating class for which credit was previously earned is a personal decision made by the student.

Maximum Credit Hour Appeal

Degree plan changes may be considered. Degree Works must accurately reflect your plan toward graduation.

How to Appeal

The following documents and information must be completed and submitted to the Financial Aid & Scholarships Office:

- 1) Petition for Reinstatement (appeal form)
- 2) Personal statement from the student, either typed or legibly written, providing the following information:
 - What was the cause for not meeting SAP requirements?
 - How has situation changed that will allow for demonstration of SAP for the term of the appeal?
 - For a maximum credit hour appeal, provide details on changes in major, including dates.
- 3) Provide supporting documentation for cause and for the change in situation to rectify the problem(s). Documents can be death certificates, birth certificates, statements from doctor or counselors, police reports and any other pertinent documents. The documents provided must support the timeframe being reviewed.
- 4) For maximum credit hour appeal, supply a copy of your Degree Works plan.

If an appeal is successful, an academic plan will be formulated and agreed upon. The plan will be designed for meeting minimum SAP requirements within a specified timeframe. Students who do not meet the requirements of the academic plan will not be eligible for financial aid and all remaining aid will be cancelled. Subsequent appeals of the same nature are not permitted. The only way to regain eligibility for financial aid is to meet the SAP minimum requirements.

Submit all documents together to the Financial Aid & Scholarships Office by mail, fax or in person.

Mailing address:

Financial Aid & Scholarships Office
Box 2328
Huntsville, TX 77341-2317

Fax: 936-294-3668