



**OFFICE OF STUDENT FINANCIAL AID**

**UNDERGRADUATE REASONABLE ACADEMIC PROGRESS POLICY**

Federal Title IV Student Financial Aid Regulations require schools to have a Reasonable Academic Progress (RAP) Policy, for students receiving federal aid, that contains both qualitative (grade point average) and quantitative (maximum timeframe and number or percentage of completed courses) measurement standards for evaluating progress toward the completion of an eligible degree or certification program of study. Continued compliance with the standards for RAP is measured: (1) qualitative - upon completion of each term; and (2) quantitative – at least once, at the end of each academic year (spring semester). Students who are not in compliance are not eligible for financial aid until they have made up the credit hour deficiency and/or attained a cumulative grade point average consistent with the RAP requirements indicated in sections I and II below.

The evaluation of RAP is based on the student's records, academic history, and any documented mitigating circumstances, for all academic periods, even those in which the student did not receive financial aid. RAP must be evaluated at least once annually.

Please note that RAP specified for financial aid purposes in some instances may be more restrictive than the University Satisfactory Academic Progress Policy and/or academic advising department guidelines. It is the student's responsibility to be aware of the Financial Aid RAP guidelines and to ensure compliance. Students experiencing academic difficulties are encouraged to seek help from the SAM Center.

The Office of Student Financial Aid will attempt to notify students of any deficiencies in a timely manner. Official communication from the aid office is sent to individual SHSU student e-mail accounts. Once a student is accepted to SHSU, they must activate their student e-mail account immediately. Students should check their email account periodically for important financial aid information.

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***I. QUALITATIVE – Minimum SHSU Cumulative Grade Point Average (CGPA)***

Applicants are evaluated for minimum SHSU CGPA after each semester as follows:

- Undergraduate Students who have attended 2 years (4 long semesters) must maintain an SHSU CGPA of 2.00 consistent with graduation requirements.

Deficiencies in CGPA must be made up at SHSU. Transfer coursework does not count towards SHSU CGPA.

Financial Aid Grace (GPA): Undergraduate students who are within their first 2 years (4 long semesters) at SHSU may be considered for Financial Aid Grace (GPA). After any semester a student's CGPA falls below their respective classification CGPA, the student will be given one semester financial aid grace during which time they are expected to regain their required CGPA. The grace period will be continued as long as the student earns a semester GPA of 2.00 and meets RAP standards in section II until such time as their CGPA meets the minimum requirements.

Financial Aid Suspension (GPA): If at the end of any financial aid grace semester the student does not have their current or cumulative respective classification GPA, the student will be ineligible for aid consideration at SHSU until they have again achieved RAP in accordance with sections I and II of this policy.

***II. QUANTITATIVE – Minimum SHSU Hour Completion and Maximum Transfer/SHSU Credit Hours:***

Applicants are evaluated for percentage of hour completion requirement and/or maximum hour limitation at least once annually, usually after the spring semester, and summer sessions if applicable, preceding award year application as follows:

Bachelor's Degree - must be completed within six (6) academic years (12 long semesters) or 192 credit hours, whichever comes first, of full-time enrollment. Summer sessions at SHSU are not considered as a portion of the 12 semester limit. This allows students to use SHSU summer enrollment as a means to make up deficiencies.

Maximum or excessive transfer/SHSU credit hours and long semesters attended - are measured at the end of each fall and spring semester. If applicable, it will be measured at the end of summer sessions.

Hour deficiencies taken at another institution must transfer to SHSU and must be a part of the student's established degree program. Repeats of a D or better will not be taken into consideration for the hour requirement. Transfer hours must be evaluated and appear on SHSU transcript.

Students must complete at least 75% of all credit hours attempted per academic year, regardless of whether or not financial aid was received. Hour completion rate is measured at the end of each spring semester, and if applicable, eligibility re-evaluated after any grace (hours) semester. Definition for financial aid purpose of Credit Hours Attempted are enrolled hours as of census date of given semester, including hours dropped after census, incompletes, resignations, etc.

- Credit hours will be considered satisfactorily completed if a grade of A, B, C or D is earned.
- Grades of F, Q, X, I, WP, WF, IP or NC are not satisfactorily completed.
- Repeat courses (taken to replace grade of D or higher) are not counted as completed hours.

**How to calculate the Required Number of Completed Hours for an Academic Year:** Add your fall and spring enrolled hours (EH); multiply total EH by 75% to arrive at the Required Completed Hours (RCH). [EH\*75%=RCH] Round up or down depending on number after decimal point (i.e. round up if .50 or above and round down if below .50).

Completion Rate Chart

EH	RCH	EH	RCH	EH	RCH	EH	RCH	EH	RCH
1	1	8	6	14-15	11	21	16	28	21
2-3	2	9	7	16	12	22-23	17	29	22
4	3	10-11	8	17	13	24	18	30-31	23
5	4	12	9	18-19	14	25	19	32	24
6-7	5	13	10	20	15	26-27	20	ETC	ETC

**Financial Aid Grace (Hours):** Undergraduate students who are within their first 2 years (4 long semesters) at SHSU may be considered for Financial Aid Grace (Hours). If a student fails to meet the required completed hours (RCH) for an academic year (after each spring semester), their next period of enrollment (summer, fall or spring) may be used as a grace semester. During the grace semester he/she must complete 75% of their enrolled hours (EH) as well as achieve RAP in accordance with section I of this policy.

**Financial Aid Suspension (Hours):** If at the end of any financial aid grace semester (hours) the student has not successfully completed 75% of their EH, the student will be ineligible for aid consideration at SHSU until they have again achieved RAP in accordance with sections I and II of this policy.

**Academic Fresh Start** – Federal Student Aid program regulations make no provisions for the concept of Academic Fresh Start. Therefore, all courses must be taken into consideration in evaluating a student’s maximum or excessive transfer/SHSU credit hours requirement.

**Developmental Courses** – Each developmental course is considered as the equivalent of three (3) semester hours, Federal Financial Aid may be paid up to a maximum of 30 attempted hours (10 courses). Students enrolled in developmental course after 30 hours may be considered for State funds only.

**III. Ineligible Students:**

Students who are admitted to SHSU as Non-Degree Seeking, Transient, Summer Preparatory, Career Interest, Audit Courses, Continuing Education Coursework, or Self Improvement Coursework Students are not eligible for financial assistance. Students enrolled in only developmental courses are not eligible for financial aid.

**IV. Regaining Eligibility:**

**Summer School:** Students who fail to maintain RAP are strongly encouraged to attend summer sessions to make up any deficiencies.

Students who fail to maintain RAP 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. The Petition for Reinstatement is available on the SHSU Financial Aid website ([www.shsu.edu/fao](http://www.shsu.edu/fao)). The Student Financial Aid Office RAP Committee will rule on the appeal. Any student submitting an appeal will receive a written response within ten (10) working days of the documentation arrival. If a further appeal is desired, the student may request an Appeals Hearing with additional documentation to support the appeal within ten (10) working days of the most recent denial. Any student who has been denied financial aid due to lack of RAP must be prepared to pay registration costs regardless of any pending appeal status. The Office of Student Financial Aid will not recommend any extension of payment deadlines for these students.

Deadline to submit appeal: 30 days after receiving official RAP Denial Notification (sent to your SHSU email account)

**TEXAS GRANT RECIPIENTS:** Must maintain a minimum of 2.50 CGPA and satisfactorily complete at least 75% of the hours attempted in the most recent academic year. Recipients in the first year of college must meet the RAP requirements for undergraduate students as outlined in sections I and II.

**RETURN OF TITLE IV FUNDS POLICY:** The Federal Return of Title IV Funds Calculation must be performed for all students receiving Title IV student financial aid (Pell, ACG, SMART, FSEOG, Stafford and PLUS Loans) who prior to the 60% point of the semester: withdraw from all courses (officially or unofficially), drop out of all courses, or are expelled from the University. Institutions are also required to complete a refund calculation for financial aid recipients who fail to earn a passing grade in all of their classes for the semester. These students are considered to have “unofficially withdrawn” from the University. The refund calculation determines how much of the federal financial aid a student received for the semester was actually “earned” and how much must be “repaid” by the student to the appropriate financial aid program. The amount is based on the student’s last documented date of attendance.

**CLASSIFICATION OF STUDENTS BY NUMBER OF HOURS COMPLETED**

Freshman: 1 - 31; Sophomore: 32 - 63; Junior: 64 - 93; Senior: 94 - up

