

## 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. (Qualitative, Quantitative, Excessive Hours)

Degree Program	Minimum Grade Point Average (GPA) (Qualitative)	Hour Completion Rate (Deficit Hours) (Quantitative)	*Maximum Credit Hours (Excessive Hours)
Undergraduate Student	2.0	Students must successfully complete at least 75% of all credit hours attempted. This percentage includes all credit hours attempted at Sam Houston State University <b>and</b> any other college/university, 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.	Students must not exceed 180 attempted credit hours.
2 <sup>nd</sup> Bachelors	2.0	Requirements are the same as Undergraduate; however, only coursework attempted for the 2 <sup>nd</sup> Bachelors program will be reviewed.	Students must not exceed 150% of the degree requirements which will include hours from 1 <sup>st</sup> Bachelors that count toward the 2 <sup>nd</sup> Bachelor's degree
Teacher Certification	2.0	Requirements are the same as Undergraduate; however, only coursework attempted for the Teacher's Certification program will be reviewed.	Students can only be approved for the coursework required for state certification.
Preparatory Students	2.0	Requirements are the same as Undergraduate; however, only coursework attempted for the Preparatory program will be reviewed.	12 consecutive months beginning with 1 <sup>st</sup> enrolled semester
Graduate	3.0	Requirements are the same as Undergraduate; however, only coursework attempted for the graduate program will be reviewed	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.

### \*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 cannot 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) will likely exceed the maximum allowed hours. All attempted hours are considered in this evaluation, including transfer course work and courses for which aid was not received.

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 seeking a 1<sup>st</sup> Bachelor's Degree 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. First-time transfer students are automatically denied if SAP is not met prior to entry semester, however, an appeal may be considered with mitigating circumstances and supporting documentation.

## 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 deficient 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.

#### **Note:**

- 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 a 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) Financial Aid 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?
  - What has changed that will allow for satisfactory academic progress in the term of appeal?
  - For a maximum credit hour appeal, provide details on changes in major, including dates.
- 3) Provide supporting documentation of the cause and of any changes that will solve the issues for the term of appeal. 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 an Official Grade Change, complete an appeal form and attach a brief statement.

If an appeal is successful, an academic plan may 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 77341-2328

**Fax:** 936-294-3668

**In person:** Estill Building 201