



## Financial Aid and Scholarships

### SATISFACTORY ACADEMIC PROGRESS POLICY

[Satisfactory Academic Progress \(SAP\)](#) is the term used to describe a student’s successful completion of coursework toward a certificate or degree. Ineligible programs, such as certification programs, are not eligible for aid. Financial Aid & Scholarships must monitor the academic progress of each student to meet federal and state guidelines. There are three components to SAP. If a student does not comply with any component, they may lose aid eligibility. Evaluations occur after each fall, spring, and summer term.

There are three components to SAP: Minimum SHSU GPA (Qualitative), Minimum Cumulative Completion Rate (Quantitative) and Maximum Credit Hours (Excessive Hours). Failure to comply with **any** component may result in a loss of aid eligibility.

- 1. Minimum SHSU GPA (Qualitative):** At the end of every semester, students must have earned a minimum **SHSU** GPA to remain eligible for financial aid. The GPA requirements are shown on the table below:

Minimum SHSU GPA Requirements	
Degree	Minimum GPA
First Bachelor's	2.0
Second Bachelor's	2.0
Graduate/Doctoral	3.0
Undergraduate Certificate	2.0
Graduate Certificate	3.0

- 2. Minimum Cumulative Completion Rate (Quantitative):** To receive financial aid, students must complete 67% of their attempted coursework for their degree or certificate. Attempted coursework includes transfer hours and courses for which no financial aid was received. To calculate completion rate, take the total overall passed hours and divide that by the overall attempted hours. Overall hours are viewable on student’s [Unofficial Transcript](#). Attempted hours include all registered hours whether earned a grade or received credit (including any courses attempted that are covered under Academic Fresh Start).

Hours that count as attempted but not completed are:

Minimum Cumulative Completion Rate	
Degree	Letter Grade
First Bachelor's	Grades of <b>W, F, I, U, NC, IP, Q, X, WQ</b> and repeat courses for which credit is not earned are not considered successfully completed.
Second Bachelor's	Requirements are the same as first bachelor's; however, only coursework attempted for the second bachelor’s degree will be reviewed.
Graduate/Doctoral	Requirements are the same as first bachelor's; however, only coursework attempted for the graduate/doctoral program will be reviewed.
Certificate	Requirements are the same as first bachelor's; however, only coursework attempted for the certificate program will be reviewed.

- Effective April 1, 2024: SHSU will round up a Completion Rate of 66.5% or higher to 67%. For example, a 66.89% Completion Rate will round up to 67%.
- Before April 1, 2024: SHSU did not round up your Completion Rate. For example, a 66.89% Completion Rate did not round up to 67%.

- 3. Maximum Credit Hours (Excessive Hours):** Students are expected to finish their degree within a maximum timeframe. Financial aid is only available until attempting 150% of the credit hours required for program, as listed in the catalog. This total includes all attempted hours (**cumulative**) for transfer credits, repeated courses, remedial courses, courses taken without aid, and hours covered under Academic Fresh Start. Because credit hours are cumulative, students pursuing multiple degrees in the same category (for example, a double major or two master's degrees) may reach the limit before finishing. Students may only receive aid for up to 30 credit hours of remedial coursework. Appeals for exceeding the maximum credit hours are allowed **one time only**, and no additional appeals will be granted for multiple degrees at the same level once the student has exhausted the allowed maximum timeframe for their first degree in the same category.

To remain eligible for financial aid, students must not exceed the maximum hours limit as shown on the table below:

Maximum Credit Hours	
Degree	Maximum Credit Hours
First Bachelor's	Can not exceed 150% of the program requirements, as listed in the catalog.
Second Bachelor's	Any hours from the first bachelor's that count toward earning the second bachelors are counted toward this maximum credit limit. Not to exceed 60 hours once admitted to second bachelor's.
Graduate/Doctoral	Can not exceed 150% of the program requirements, as listed in the catalog.
Certificate	Can not exceed 150% of the program requirements, as listed in the catalog.

#### **Summer Aid Consideration**

Students who are not eligible for spring aid will not be evaluated for summer aid until deficiencies are removed. Students who 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 first bachelor's degree who are not in compliance with the SHSU GPA and cumulative Minimum 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 before the entry semester; however, an appeal may be considered with mitigating circumstances and supporting documentation. Graduate students are not eligible for any warning semesters.

#### **Loss of Financial Aid Eligibility**

If students do not meet the SAP requirements by the end of their warning semester, they will be placed on financial aid suspension. Once students are on financial aid suspension, they will not receive financial aid until they meet all requirements or have an approved SAP appeal.

#### **Notification of Financial Aid Suspension Status**

Students will be notified via their SHSU email in the event they are placed on financial aid suspension and can review their status in your mySam-Financial Aid Dashboard-Satisfactory Academic Progress.

#### **Reinstatement**

If student is on financial aid suspension, they may have their aid reinstated by:

1. Filing an SAP appeal demonstrating mitigating circumstances (with supporting documentation) to be approved for an academic plan until they meet the minimum SAP requirements.
2. Meeting the minimum SAP requirements at the end of any semester.

## 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 arrival of the documentation to the Financial Aid and Scholarships Office. If an additional appeal is desired, the student may request an appeal hearing to provide additional documentation to support their 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.

### Deficient Completion Rate and/or Deficient SHSU GPA

- Death of an immediate family member (immediate family member is a parent, grandparent, child, brother, or sister);
- Illness or Injury which caused an inability to attend or prepare for class for an extended period; or
- 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 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 and Scholarships Office:

- 1) **Financial Aid Appeal Form**
- 2) **Personal statement** from the student, either typed or legibly written, providing the following information:
  - Deficient Completion Rate and/or Deficient SHSU GPA Appeal:
    - Detailed explanation for all semesters that contributed to student's inability to maintain SAP. This includes semesters attended at another university/college.
    - Explain what has changed in students' situation, that will allow them to meet SAP requirements now.
  - Maximum Credit Hour Appeal:
    - Provide details on changes in major with previous and current degree sought, estimated number of credits remaining to complete degree, and anticipated graduation date.
- 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 doctors or counselors, police reports, and any other pertinent documents. The documents provided must support the timeframe being reviewed.

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 SHSU email, mail, fax, or in person.

**SHSU Email** to: fadocuments@shsu.edu

**Fax:** 936-294-3668

**In person:** Estill Building, Suite 201

**Mailing address:**

Financial Aid & Scholarships Office

Box 2328

Huntsville, TX 77341-2328