This Satisfactory Academic Progress Policy and Procedure was reviewed on FINAL DATE and is effective November 3, 2014 and supersedes all other Texas Tech University Office of Student Financial Aid & Scholarships Satisfactory Academic Progress Policies and Procedures published on the web and/or in prior catalogs.

PURPOSE

- Texas Tech University is required by U.S. Department of Education to apply reasonable standards for measuring whether a student is making progress toward a degree as a standard for participating in any federal student aid program.

- The State of Texas also requires that students meet Satisfactory Academic Progress (SAP) in order to receive any state-funded student assistance.

- Consistent application of standards is provided to all students within all categories of students.

POLICY

- Satisfactory Academic Progress (SAP) is administered on the entire student population on an annual basis.

- Federal and State requirements are met and apply to Texas Tech University’s institutional financial aid eligibility by measuring SAP (after the spring semester of every year) against qualitative and quantitative standards whether or not financial aid was applied for or received during any academic period in which the student was previously enrolled. Both standards, qualitative and quantitative, must be met for a student to be eligible for Title IV aid. The academic year includes the fall, spring, summer 1 and summer 2 semesters.
  - Summer terms for SAP will be inclusive.

- This policy will be reviewed during the fall semester of every year.

- The maximum number of appeals a student may appeal their satisfactory academic progress will be based on professional judgment.

Note that the Office of Student Financial Aid and Scholarships SAP policy differs from Texas Tech University’s Academic Status Policy for undergraduates, graduates, and law school students. The Office of Student Financial Aid and Scholarships SAP policy reviews both pace and maximum time frame, in addition to GPA, and all attempted credit hours are included in reviewing student eligibility. These two policies also have separate appeal procedures.

- Undergraduate Academic Status Policy
- Graduate Academic Status Policy
- Law School Academic Status Policy
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Cumulative Grade Point Average (GPA or Qualitative Standard)

- 2.0 for undergraduate programs, 2.0 for J.D. programs, 3.0 for graduate programs

Completion Percentage (Pace or Quantitative Standard)
(Note that both Pace and Maximum time frame are measured in credit hours only, regardless of full time or part time attendance.)

- CR (research/thesis/dissertation hours) will be added to passed grades for pace and time frame calculation.

Maximum Time Frame

- Undergraduate students - attempted credit hours may not exceed 150% of the educational program.
- Graduate students - attempted credit hours may not exceed 150% of the educational program.
- J.D. students – attempted credit hours may not exceed 150% of the educational program.

Pace

- At least 75% of all credit hours attempted must have successfully passing grades (all students must complete coursework with successfully passing grades by the end of each period of enrollment or put both current and future financial aid eligibility at risk). Successfully passing grades are D- and higher; all others (F, DG, DW, DX, I, NC, NP, PR, W, WF, X and repeated coursework – see below) count as unsuccessful credit hours attempted.
- Pace is calculated by dividing cumulative hours the student successfully completed by cumulative hours the student has attempted.
- J.D. students must enroll for at least 13 credit hours in each long semester, absent special permission, and must complete their degrees no later than 84 months after matriculation.
Elements Affecting GPA and Pace

- **Incompletes**
  At the time of evaluation, Incompletes (grade of “I”) do not affect a student’s cumulative GPA for SAP, but count as credit hours attempted toward both pace and maximum time frame. Students with grades of Incomplete which become new letter grades prior to or during a subsequent period of enrollment and that may affect financial aid eligibility for that period of enrollment are encouraged to contact finaid.sap@ttu.edu for further evaluation.

- **Withdrawals**
  Withdrawals do not affect a student’s cumulative GPA for SAP, but count as credit hours attempted toward both pace and maximum time frame. Please note that a withdrawal (grade of “W”) has great distinction from courses which are simply dropped (no grade and no record of attempt) with the exception of student studying through consortium agreement. Students who withdraw prior to the first class date will not be penalized for SAP purposes. Should a student withdraw after the first class date, those hours will count towards a student’s pace and time frame calculation.

- **Course Repetition**
  Students are allowed to repeat a course and have it count toward enrollment for financial aid eligibility only once. Each attempt at the course, however, will count toward a student’s pace, and all prior attempts with lower grades will count as unsuccessful credit hours attempted.

- **Transfer Credits**
  Transfer credits will count toward a student’s cumulative GPA, pace and maximum time frame for SAP. Transfer students have two weeks to turn in official transcripts to Office of the Registrar or all transfer credit is removed from the student’s record, and a registration hold is placed to prevent future term registrations.

- **Consortium**
  For consortium agreements, students will be reviewed and SAP re-calculated once the term has ended, only if the student has not completed coursework or did not pass one or more classes taken through consortium. In calculating PACE, withdrawals will be counted in the term the courses were taken at the host institution. Notification will be sent to the SAP Advisor as transcripts are received, in order to facilitate determining eligibility for the next term of enrollment. The Consortium Advisor will send notification to the SAP advisor for review in determining and updating the SAP code. The Advisor for Consortium will wait for SAP to be updated and notification from the SAP Advisor so future eligibility can be determined.
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- **Change of Major**
  Students are allowed to change their major two times for purposes of this policy. A student will be ineligible for Title IV aid if major is changed beyond the allowed number indicated above. Students who have changed majors more than two times will be reviewed on a case-by-case basis using professional judgment.

  Change of major can result in a possible overage of attempted credit hours which would impact the maximum time frame component.

- **Students Who Receive All Failing Grades**
  If you receive all failing grades (any combination of 'F', 'DP', 'X', 'W', 'DG', 'DW', 'DX', 'NC', 'NP', or 'PR'), attendance in all classes will be reviewed. If attendance cannot be confirmed via official TTU Registrar records, Student Financial Aid personnel will apply the federally mandated calculation for the return of financial aid funds. Unearned Title IV funds (aid) will be returned to the programs from which the money was paid to you (or your parent) and it is possible that you will owe a repayment to the university.

- **Conflicting Information**
  All conflicting information is reviewed for SAP monitoring. For example, late posted grades or grade changes will not automatically change your current status. You may request that your SAP status be recalculated after you have confirmed with the Registrar that the grade change has been posted to your academic record. You may have to re-pay financial aid you were not eligible to receive in the event of a grade change.

**Evaluation**

All students enrolled at Texas Tech University are evaluated for SAP annually (after the spring semester), after the Registrar’s office has released official grades. Students can find their SAP status within the Financial Aid menu on Raiderlink.

For the annual evaluation, a student loses Title IV eligibility immediately if SAP is not met. If the student’s appeal is successful, the student is placed on Probation and Title IV funds are disbursed for the next payment period only. The student must meet SAP at the end of the payment period or comply with requirements of academic plan designed to ensure student will make SAP by a specified point in time.
Status Definitions

- **Eligible** – Student is eligible for financial aid. This category may include students with no SAP issue at all, students who have appealed successfully and have successfully completed their Probation period of enrollment, students who have successfully completed their Probation period of enrollment and are following their Academic Plan, and students who have met SAP after being ineligible previously.

- **Suspension** - Failure to make SAP; however, student is eligible to appeal. If the appeal is approved, the student can continue financial aid eligibility for another period of enrollment under a Probation status. Students may also choose not to appeal and attempt to regain financial aid eligibility by meeting SAP while paying out of pocket (without any financial aid). Students on suspension may not receive financial aid unless appeal is approved.

- **Probation** - Failure to make SAP, but appeal is approved and student is financial aid eligible for one more period of enrollment, or possibly more if following required Academic Plan (which may include documentation requirements not directly related to academic performance). Probation follows a successful appeal.

- **Ineligible** - Failure to meet SAP and/or failure to follow required Academic Plan. This status also applies to appeals that are not approved. Student is not eligible for financial aid until cumulative SAP standards are met and may not appeal.
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Appeal Procedure

- All students who have their financial aid eligibility suspended may appeal to the Office of Student Financial Aid and Scholarships by completing a **Satisfactory Academic Progress Appeal Request Form** and submitting to the Student Financial Center, 301 West Hall, emailing to finaid.sap@ttu.edu or faxing to 806-742-5300 to receive financial aid in a subsequent period of enrollment. You may visit a Financial Aid Advisor during our walk in business hours at the Student Financial Center, 301 West Hall (8:00 a.m. – 5:00 p.m., Monday – Friday).

- GPA, pace, and maximum time frame are all appealable.

- If a student appeals on the basis of one circumstance and wants to appeal again based on the same circumstance, updated documentation must be provided about what has changed to permit the student to make SAP at the next evaluation. Reviewed on a case by case basis.
  - Student printed name, R number, daytime contact information, and signature.
  - The Appeal form also serves as the contract.
  - The student will gather the academic advisor portion of the Appeal for Undergraduate Students. This document will be sent to the student’s TTU Email account and is located at the following website: [http://www.financialaid.ttu.edu/forms/SAP_AppealRequestForm.pdf](http://www.financialaid.ttu.edu/forms/SAP_AppealRequestForm.pdf).

- Basis on which student may file an appeal:
  - **Medical:** Illness, accident, or injury experienced by you or an immediate family member. (Documentation Required: Physicians’ statement, police report, hospital bill statement, etc.)
  - **Death:** Death of an immediate family member. (Documentation Required: Obituary or death certificate.)
  - **Divorce:** You or your parents. (Documentation Required: Divorce decree, lawyers’ statement, etc.)
  - **Military Service:** If you withdrew due to military service, provide documentation.
  - **Exceeding timeframe:** If you are a second undergraduate degree student, in a dual-degree program, or have changed your major.
  - **Other Circumstances:** Please clearly state your reason in Section D and provide documentation.

Circumstances related to the typical adjustment to college life such as working while attending school, financial issues related to paying bills and car maintenance/travel to campus, are not considered as extenuating for purposes of appealing suspension of financial aid.
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- Include information describing why SAP minimum standards have not been met and how the situation has changed so that SAP will be met at next evaluation.
- Detail any mitigating circumstances, including supporting documentation from a 3rd party (e.g., police reports, detailed hospital bill or physician’s statement, death certificate, etc.).

- Demonstrate understanding why student failed to make SAP and explain what has changed that will allow the student to make SAP at the next evaluation.
- Include enrollment plans for next period of enrollment (e.g., number of credit hours, change in major, any other academic-related documentation, etc.
- Complete and turn in to Student Financial Aid by the last day of the fall, spring and summer semesters.
  - For Law School students, deadlines will be adjusted accordingly per academic calendar and timing of SAP administration
- Appeals will be reviewed within 10 business days once our office has received a complete appeal (the student and academic portion of the appeal). The entire process may take 4-6 weeks minimum.

Consistent application of standards is provided to all students within all categories of students for purposes of appeal review and basis upon which students may file an appeal. Students are notified of their SAP appeal decision via their Texas Tech University Email account. All appeal decisions are considered final. Students whose appeals are not approved may also re-establish financial aid eligibility only by meeting the SAP cumulative standards.

How a student can get reinstated should appeal get denied:

Once you have met the minimum requirements, (attending and completing a semester, of at least six hours, paying on your own ("out of pocket") and maintaining a 2.0 undergraduate and 3.0 graduate current GPA), please notify our office and we will review your status for aid eligibility. Should student attempt more than 6 credit hours, they must successfully complete (pass) 100% of all credit hours attempted. A student still must appeal in order to be reinstated. Meeting the above requirements does not guarantee that a student will be approved.

Once the above paragraph has been completed, a student may appeal for their next term of enrollment for financial aid consideration.

You may consider applying for an alternative loan, as academic progress is not a requirement for approval on certain loans. These loans include the Wells Fargo Loan, Sallie Mae. You can find information on these and other loans on our website, www.financialaid.ttu.edu.
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**Academic Plans**

All students who appeal successfully and are subsequently placed on Probation may be subject to the implementation of an Academic Plan consisting of at least 2.0 GPA and 100% completion rate (3.0 GPA and 100% completion rates for graduate students) within subsequent periods of enrollment. The Academic Plans for individual students will be based on the particular situation and content of appeal on a case by case basis. Academic Plans will include an anticipated date that the student will be back to track to completion.

**Resources**

Student Financial Aid encourages students to be aware of the resources available at Texas Tech University to assist those who might be struggling to maintain the required GPA or completion rate for Satisfactory Academic Progress.

- Student Academic Advising and Support Services
- Student Counseling Center
- Student Disabilities
- Student Health Services
- The Learning Center