

This Satisfactory Academic Progress Policy and Procedure was reviewed for 2019-20 and 2020-21. The effective date, December 9, 2019, 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 the student population.***

POLICY

- Satisfactory Academic Progress (SAP) is administered on all students.
 - For students without a SAP history, the student's total history is analyzed. 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, and summer semesters.
- This policy will be reviewed during the fall semester of every year.
- The maximum number of appeals a student may submit is three.

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](#)

Required Minimum Cumulative Grade Point Average (GPA or Qualitative Standard)

- 2.0 for undergraduate programs, 2.0 for J.D. programs, 3.0 for graduate programs
- Financial aid GPA includes all attempted course work

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 67% 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 all passed hours (including repeat and transfer) by all attempted hours (including repeat and transfer).
 - Note for pace calculation: Pace is calculated as (passed hours)/(attempted hours). This is slightly different than how the academic side treats this as a course can count as attempted but not earned, or other combinations.

Elements Affecting GPA and Pace

- ***Change of Major***
Change of major can result in a possible overage of attempted credit hours which would impact the maximum time frame component.
- ***Conflicting Information***
All conflicting information is reviewed for SAP monitoring. For example, late posted grades or grade changes will not automatically change a student's current status. Students may request that their SAP status be recalculated after confirming with the Registrar that the grade change has been posted to the academic record. A student may have to re-pay unearned financial aid.
- ***Consortium***
For consortium agreements, students will be reviewed and SAP calculated at the next normally scheduled SAP review.
- ***Course Repetition***
Students are allowed to repeat a course and have it count toward enrollment for financial aid eligibility only once. However, all attempts will count toward a student's pace, GPA and maximum time frame. A passing grade will be treated as such. So a student who scores a C, but retakes it to get an A, both count as passing.
- ***Dual Degree***
Students pursuing a double major or dual degree should keep in mind that once a student has completed the requirements for one major or degree, financial aid eligibility is limited. SAP is calculated based on current class/level as assigned by the Office of the Registrar. For SAP purposes, both Programs will require Academic Unit documentation.
- ***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.
- ***Pass/Fail Courses***
For pass/fail courses which count towards graduation requirements, a "pass" does not count in the GPA but does count towards attempted hours and impacts progression. A grade of "fail" impacts both the GPA and progression.

- *Readmit Students*
Students who have not had SAP calculated prior to readmission will receive a T1Pend code and SAP calculated after the term of readmission. SAP codes are valid for students who have a prior SAP calculation prior to readmission.
- *Remedial Courses*
Remedial coursework will be counted in determining financial aid eligibility, enrollment status, and satisfactory academic progress. These courses will initially be included in maximum timeframe calculations. Exclusions may be considered in some cases. Remedial courses do not count towards the total number of credits needed for graduation. Students will be limited to no more than thirty (30) remedial credits for financial aid eligibility.
- *Students Who Receive All Failing Grades (Unofficial Withdrawals)*
If a student receives all failing grades (a combination of 'F', 'DF', 'X', 'W', 'DG', 'DW', 'DX', 'NC', 'NP', 'WF', 'AP', 'ACT', 'CLP', 'DE', 'FLP', 'IB', 'SAT'), 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 federal financial aid funds. Unearned federal financial aid (Title IV) will be returned to the programs from which the money was paid the student (or parent) and it is possible repayment could be owed to the university.
- *Transfer Credits*
Transfer credits, including dual credit, will count toward a student's cumulative GPA, pace and maximum time frame for SAP. These credit hours will be calculated in the term the Registrar's office has entered them. Students receive a pending SAP code for the initial term of enrollment to allow for calculation of transfer credits received.
- *Withdrawals, Dropped Courses, or Backdated Withdrawals*
Withdrawals or dropped courses do not affect a student's cumulative GPA for SAP, but count as credit hours attempted, but not passed, toward both pace and maximum time frame. Classes dropped prior to the 12th class day (first census) do not count as attempted hours.
- *Waivers and Exemptions*
Legislative requirements state a student receiving certain waivers/exemptions must meet the GPA requirement portion of this SAP policy. Student may or may not have a FAFSA on file. Student Business Services identifies all students with qualifying waivers and exemptions to be included in the SAP analysis.

For students who do not wish to appeal and who successfully meet the minimum standards without state or federal aid, a student must notify the Office of Student Financial Aid to be considered for financial aid for their next term of enrollment. The financial aid committee will review student records and appropriate material to determine reinstatement of their aid.

Financial aid is not provided for a term in which a SAP appeal was not processed and approved; after that term has ended.

Evaluation

All students enrolled at Texas Tech University are evaluated for SAP annually (end of 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 federal and state eligibility immediately if SAP is not met. If the student's appeal is successful, the student is placed on SAP Contract and federal and state 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 SAP Contract period of enrollment, students who have successfully completed their SAP Contract period of enrollment and are following their Academic Plan, and students who have met SAP after being ineligible previously.
- **Suspended** - 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 SAP Contract 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.
- **SAP Contract**- 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). SAP Contract follows a successful appeal.
- **Ineligible** - Failure to meet SAP and/or failure to follow required Academic Plan/SAP Contract. A student is not eligible for financial aid until the SAP Appeal is approved.

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 806-742-0880 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).
- The appeal must be submitted by the 12th class day of the current term.
- 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 is responsible for submitting the complete SAP appeal, not the academic advisor.
 - Basis on which student may file an appeal:
 - **Medical:** Illness, accident, or injury experienced by you or an immediate family member. (Documentation required: proof of office visit, police report, hospital bill statement, etc.)
 - **Death:** Death of an immediate family member. (Documentation required: obituary, death certificate or funeral program.)
 - **Divorce:** You or your parents. (Documentation required: divorce decree (last page only – decree legality, 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 and provide documentation.
 - **COVID-19:** Circumstances related to an outbreak of COVID-19, including, but not limited to, the illness of a student or family member, compliance with a quarantine period, or the general disruption resulting from such an outbreak.

- 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, hospital bill or proof of office visit, 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.)
- **Undergraduate and graduate student appeal deadline is the 12th class day of the term** ([TTU Official Publications - Academic Calendars](#))
- 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 re-establish financial aid eligibility only by meeting the SAP standards. Should a student be denied and feels their circumstances merit further review, they must contact the Student Financial Aid & Scholarship Office to set up an appointment with the Student Financial Aid SAP Coordinator. A re-appeal does not guarantee SAP approval.

How a student can get reinstated should appeal be denied:

To regain financial aid eligibility, you must meet Satisfactory Academic Progress Standards as outlined in our SAP policy.

Academic Plans

All students who appeal successfully and are subsequently placed on SAP Contract may be subject to the implementation of an Academic Plan. In addition, students must also earn at least 2.0 GPA and 67% completion rate (3.0 GPA and 67% 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.

- [Academic Support Services](#)
- [Student Disabilities](#)
- [Student Health Services](#)