Students studying personal financial planning must maintain a 2.8 or better GPA to enroll in upper-division classes. A 2.8 or better GPA is needed to transfer into the Department of Personal Financial Planning. The purpose of this policy is to maintain the quality of the PFP program. The GPA policy of the Department of Personal Financial Planning is actively and strictly enforced.

GPA Enforcement Process
Students under their GPA requirement at the time of registration will not be allowed to register for PFP 3000 and 4000 (upper level) courses for the following semester during the period of open registration.

An exception to the GPA policy will be granted if a student earns a 3.0 GPA or higher in the preceding semester while taking a comparable load and must follow the subsequent requirements.

1. Any student under the GPA requirement and unable to register during open registration must fill out the GPA Registration Form (see next page) and turn the form in to the PFP Undergraduate Program Director by the last day of class of classes for the current semester.

2. The current semester is considered to be the Fall or Spring semester prior to desired semester of enrollment. Summer sessions are acceptable, but not required.

3. The GPA Registration Request Form will serve as a student’s request to take courses in the following semester. If a student earns above a 3.0 semester GPA in a comparable load of hours, he or she will be granted an exception and be registered for the desired courses.

4. If a 3.0 semester GPA is not earned in a comparable load, the student will not be allowed to register. The student will receive notification of enrollment or restriction from upper level PFP courses once final grades are posted for the semester if a GPA Registration Form was filled out. Students then have the opportunity to appeal the restriction by following the instructions outlined in page 3 of this document.

5. Students under the GPA requirement during open registration who do not turn in the registration form by the due date will NOT be considered.

Procrastination in registering for the following semester also falls under the above policy if the student’s GPA falls below the 2.8 mark. If a student is able to register during open registration and subsequently drops below the required GPA they will not be dropped from courses for that semester.

Note that, unless otherwise stated, all GPA references refer to a cumulative TTU GPA that includes grade replacements.
Name:___________________________________________________

Student ID (R-Number):_____________________________________

Current Semester:__________________________________________

E-mail Address:____________________________________________

I understand that I do not currently meet the standards of the GPA policy set by the Department of Personal Financial Planning and I am not currently being allowed to register for 3000 or 4000 level PFP courses for next semester. I must fill out this form if want to be granted an exception for earning a 3.0 during the current semester while taking a comparable number of hours. I will be allowed to register for the following PFP courses for next semester if my current semester GPA is above a 3.0 or my cumulative GPA is raised to a 2.8.

Signature:_________________________________________Date:____________________

Desired Upper-Level PFP Courses (Do not request more hours than you are currently enrolled in):

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

Submit by the last day of the current semester to:
Undergraduate Program Director, Dr. John Salter, HS 243, mailbox in 260, or email to john.salter@ttu.edu.
Undergraduate GPA Appeals Process  
Department of Personal Financial Planning  
Texas Tech University

Students who do not meet the PFP GPA policy and can demonstrate **extenuating circumstances** that warrant an exception to the policy, may submit a written appeal to the PFP Faculty GPA Committee. Students must have filled out a GPA Registration Request Form and submitted it timely to be eligible for the Appeals Process.

The typed appeal shall be limited to one page, single spaced, and 12 point font. At minimum, the appeal shall include responses to:

- Why your GPA is below the requirement?
- An explanation of how you plan to improve your GPA, and
- Any additional information concerning your circumstances that the Committee should consider.

Please include your name, student ID, and e-mail address at the top of your appeal letter. In addition to the letter, you shall include a copy of your unofficial transcript for the appeal process. Students must submit a complete appeal no later than **14 days prior to the start of the requested semester**.

E-mail the completed appeal and transcript to john.salter@ttu.edu  Possible outcomes of the appeals process are:

- Not allowed to register for upper level PFP courses for the following semester;
- Allowed only to re-take or take certain upper level PFP courses; or
- Allowed to register for upper level PFP course due to extenuating circumstances.

Any student who is granted an appeal (allowed to register for an upper level course(s)) and does not meet the GPA requirement as outlined above in the following semester will not be given the opportunity for a second appeal. Students are given the opportunity to make only **one** GPA appeal during their time in the PFP program.

The committee decision will be communicated to the student by the PFP Undergraduate Program Director. If a student is not granted an appeal the student will not be allowed to take upper level PFP courses.

PFP Undergraduate Program Director contact information:  
Dr. John Salter  
HS 243  
(806) 742-5050 x475  
john.salter@ttu.edu

PFP GPA Committee: Dr. Salter (Chair), Dr. Gilliam, Dr. Gustafson, and Professor Lauderdale