

**SATISFACTORY ACADEMIC PROGRESS (SAP)**

THIS SATISFACTORY ACADEMIC PROGRESS POLICY AND PROCEDURE WAS REVIEWED FOR 2023-24 AND 2024-25. THE EFFECTIVE DATE, JANUARY 1, 2024, 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) 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 to all students.
  - For students without an 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 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, law school and veterinarian medicine 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](#)
- [School of Veterinarian Medicine Policy](#)

***Required minimum cumulative grade point average (gpa or qualitative standard)***

- 2.0 for undergraduates, 3.0 for graduate students, 2.25 for Law School students, and 2.0 for students in the School of Veterinary Medicine
- Financial aid GPA includes all attempted course work.
- Rounding is not used when calculating GPA.
- Your college GPA may be different from your financial aid GPA as some grades may be excluded from your college GPA.

***Completion Percentage (Pace or Quantitative Standard)***

***Pace is the rate at which you are progressing through your program of study.***

Note that both pace and maximum time frame are measured in credit hours only, regardless of full time or part time attendance. TTU will continue to calculate or measure maximum time frame in credit hours.

- CR (research/thesis/dissertation hours) will be added to passed grades for pace and time frame calculation.
- ***Maximum Time Frame***
  - Attempted credit hours for all students in all programs (undergraduate, graduate, law, and veterinary medicine) cannot exceed 150% of the timeframe required to complete the educational program.
  - If the undergraduate program is expected to be completed in 8 semesters, for example, the maximum

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allowable timeframe to complete the program would be 8\*150% or 12 semesters.

- Students with transferred military credits who exceed the timeframe for completion may submit a copy of their military transfer hours for review. If it is determined that those credits alone are causing the SAP issue, we will waive the need for a formal SAP appeal and accept these documents for SAP approval.
- Students who have an approved SAP appeal in their published educational program will need to provide a new appeal and be re-evaluated for SAP if they change programs or majors.
- **PACE**
  - Pace is calculated by dividing all passed hours (including repeat and transfer) by all attempted hours (including repeat and transfer). Rounding is not used when calculating pace rate. Note that this is slightly different from the academic calculation of 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.
    - For Veterinary School students 100% of all credit hours attempted must have passing grades.

**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 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. The student must submit an SAP appeal and that SAP appeal must be approved. The SAP appeal approval must make the student financial aid-eligible retroactively to the start of a payment period within the current award year/academic year. 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. When a grade of C and an A are earned for the same class, both grades will count as passing when calculating SAP.
- **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. Undergraduate students in 150 programs (dual undergraduate and graduate degree programs) are considered graduate students when they reach 120 credit hours. SAP is calculated based on program primacy as assigned by the Office of the Registrar.
- **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](mailto: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 SAP. 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 credit hours needed for graduation. Students will be limited to no more than thirty (30) remedial credit hours for financial aid eligibility.
- **Students Who Receive All Failing Grades (Unofficial Withdrawals):** If a student receives all failing grades

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(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, and it is possible repayment could be owed to the university.

- *Transfer Credits:* Transfer credits, including dual credit attempted at either Texas Tech or another institution 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 prior to the first-class day (first census) do not affect a student's cumulative GPA for SAP. Courses dropped after the 12th class day (first census) count as credit hours attempted, but not passed, toward pace and maximum time frame. For students enrolled in summer hours any course dropped after the 4th class day will count as credit hours attempted, but not passed.
- *Waivers and Exemptions:* Legislative requirements state a student receiving certain waivers/exemptions must meet the GPA requirement portion of this SAP policy. Students 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.
- *Fresh Start/Academic Amnesty:* For students who have been granted academic amnesty under the state legislative "Academic Fresh Start" program, all attempted coursework, even those granted amnesty, will still be included in the SAP calculation, per federal Department of Education guidelines.

Financial aid is not provided for a term in which an 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 for the semester immediately following evaluation 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 following semester (or payment period only). The student must meet SAP at the end of the next semester 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 an 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 an 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.



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**Appeal Procedure**

- All eligible students can appeal their SAP status at any point during the semester but no later than the last class day. Until the appeal has been approved, the student will not be eligible for any federal or state financial aid funding and will be required to make their own arrangements to pay any balance due to the University.

The Safeguards Rule of the Gramm-Leach-Bliley Act (GLBA) requires institutions to protect student information. Emails received from a non-TTU account are required to be encrypted. Emails received from non-encrypted senders will be returned, and not processed.

- The appeal must be submitted by the last class day of the current term ([TTU Official Publications - Academic Calendars](#))
  - For students receiving military benefits, exemptions, or waivers (Hazelwood, GI Bill, etc.), appeals will continue to be accepted past the published deadline for the purpose of receiving applicable military benefits, exemptions, and waivers only. The student will not be eligible for federal, state, or institutional financial aid if an appeal is submitted after the deadline. These students must submit the appeal and have completed the necessary exemption/waiver applications by the last class day of the term as set by the Military & Veterans Programs and Student Business Services departments.
- GPA, pace, and maximum time frame are all appealable.
- Student printed name, R number, daytime contact information, and signature should be included on any appeal.
- The appeal form also serves as the contract.
- The student is responsible for making sure their SAP appeal is complete, 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, covid-positive test result required, etc.)
  - *Death:* Death of an immediate family member. Parents, grandparents, and siblings. Death of an animal is not acceptable. (Documentation required: obituary, death certificate or funeral program.)
  - *Divorce:* You or your parents. (Documentation required: First and last page of final divorce decree, Decree legality, lawyers' statement, etc.)
  - *Military Service:* If you withdrew due to military service, (Documentation required. Provide a copy of your orders.)
  - *Exceeding timeframe:* If you are a second undergraduate degree student, in a dual-degree program, or have changed your major. (Documentation required) Email from academic advisor stating how many hours from first degree will count towards your second degree, how many hours you have remaining to earn your degree in our current program, and when you are expected to earn your degree. Dual-degree students will need an SAP appeal from both academic advisors letting us know if student is making progress and how many hours student has left to earn degree and when student will earn degree.
  - *Other Circumstances:* Please clearly state your reason and provide documentation.
- Include information describing why SAP minimum standards have not been met and how the situation has changed so that SAP will be met at the 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 the next period of enrollment (e.g., number of credit hours, change in major, any other academic-related documentation, etc.)
- For all students in all programs the deadline to submit a complete SAP appeal is the last class day of the term. (TTU Official Publications - Academic Calendars)
- Only complete appeals including both the student and academic advisor portions of the appeal will be reviewed. Complete appeals will receive a response within 10 days of submission.
- Students are allowed to appeal a maximum of three times. Third appeals will be reviewed by an SAP committee.



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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.

***How a student can get reinstated should appeal be denied:***

Our system of academic record will automatically update a student to good standing once SAP requirements have been met. Students denied for exceeding the maximum number of appeals will be evaluated at the end of each spring. If a student believes they have regained eligibility after a fall or summer semester, they will need to self-identify and request to have their progress evaluated.

***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, undergraduate students must earn at least a 2.0 GPA, and 67% completion rate, Law 2.25 GPA and 67% completion rate, and 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 situation and content of appeal on a case-by-case basis. Academic plans will include an anticipated date that the student will be back on track for completion.

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## 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 Disability Services](#)
- [Student Health Services](#)

### FIND MY ADVISOR

At Texas Tech you have a dedicated advisor to assist with your financial aid and scholarship questions.

To find your advisor, scan the QR code or visit [www.financialaid.ttu.edu/myadvisor!](http://www.financialaid.ttu.edu/myadvisor!)



### CONTACT US

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