



SAM HOUSTON STATE UNIVERSITY
A Member of The Texas State University System
FINANCIAL AID AND SCHOLARSHIPS OFFICE

**UNDERGRADUATE
SATISFACTORY ACADEMIC PROGRESS POLICY**

Federal Title IV Student Financial Aid Regulations require schools to have a Satisfactory Academic Progress (SAP) Policy, for students receiving federal aid, that contains both qualitative (grade point average) and quantitative (maximum timeframe and number or percentage of completed courses) measurement standards for evaluating progress toward the completion of an eligible degree or certification program of study. Continued compliance with the standards for SAP is measured: (1) qualitative - upon completion of each term; and (2) quantitative – at least once, at the end of each academic year (spring semester). Students who are not in compliance are not eligible for financial aid until they have made up the credit hour deficiency and/or attained a cumulative grade point average consistent with the SAP requirements indicated in sections I and II below.

The evaluation of SAP is based on the student's records, academic history, and any documented mitigating circumstances, for all academic periods, even those in which the student did not receive financial aid. SAP must be evaluated at least once annually.

Please note that SAP specified for financial aid purposes in some instances may be more restrictive than the University Satisfactory Academic Progress Policy and/or Academic Advising Department guidelines. It is the student's responsibility to be aware of the Financial Aid SAP guidelines and to ensure compliance. Students experiencing academic difficulties are encouraged to seek help from their assigned advisor in the SAM Center.

The Financial Aid and Scholarships Office will attempt to notify students of any deficiencies in a timely manner. Official communication from the Financial Aid and Scholarships Office is sent to the individual's SHSU student e-mail account. Once a student is accepted to SHSU, he/she must activate his/her student e-mail account immediately. Every student should check his/her email account periodically for important financial aid information.

I. QUALITATIVE –Minimum SHSU Cumulative Grade Point Average (CGPA)

Applicants are evaluated for minimum SHSU CGPA after each semester as follows:

- Undergraduate Students who have attended 2 years (4 long semesters) must maintain an SHSU CGPA of 2.00 consistent with graduation requirements.

Deficiencies in CGPA must be made up at SHSU. Transfer coursework does not count towards SHSU CGPA.

Financial Aid Grace (GPA): Undergraduate students who are within their first 2 years (4 long semesters) at SHSU may be considered for Financial Aid Grace (GPA). After any semester a student's CGPA falls below their respective classification CGPA, the student will be given one semester Financial Aid Grace during which time they are expected to regain their required CGPA. The grace period will be continued as long as the student earns a semester GPA of 2.00 and meets SAP standards in section II until such time as their CGPA meets the minimum requirements.

Financial Aid Suspension (GPA): If, at the end of any financial aid grace semester, the student does not have their current or cumulative respective classification GPA, the student will be ineligible for aid consideration at SHSU until they have again achieved SAP in accordance with Sections I and II of this policy.

II. QUANTITATIVE – Minimum SHSU Hour Completion and Maximum Transfer/SHSU Credit Hours:

Applicants are evaluated for percentage of hour completion requirement and/or maximum hour limitation at least once annually, usually after the spring semester, and summer sessions if applicable, preceding the award year application as follows:

Bachelor's Degree must be completed within six (6) academic years (12 long semesters) or 1.5 times the number of hours required by the degree plan, whichever comes first, of full-time enrollment. Summer sessions at SHSU are not considered as a portion of the 12-semester limit. This allows students to use SHSU summer enrollment as a means to make up deficiencies.

Maximum or excessive transfer/SHSU credit hours and long semesters attended are measured at the end of each fall and spring semester. If applicable, it will be measured at the end of summer sessions.

Hour deficiencies taken at another institution must transfer to SHSU and must be a part of the student's established degree program. Repeats of a D or better will not be taken into consideration for the hour requirement. Transfer hours must be evaluated and appear on SHSU transcript.

Students must complete at least 75% of all credit hours attempted per academic year, regardless of whether or not financial aid was received. Hour completion rate is measured at the end of each spring semester, and if applicable, eligibility is re-evaluated after any grace (hours) semester. The definition of Credit Hours Attempted for financial aid purpose is enrolled hours as of census date of given semester, including hours dropped after census, incompletes, resignations, etc.

- Credit hours will be considered satisfactorily completed if a grade of A, B, C or D is earned.
- Grades of F, Q, X, I, WP, WF, IP or NC are not satisfactorily completed.
- Repeat courses (taken to replace grade of D or higher) are not counted as completed hours.

How to calculate the Required Number of Completed Hours for an Academic Year: Add your fall and spring Attempted Hours (AH); multiply total AH by 75% to arrive at the Required Completed Hours (RCH). [AH*75%=RCH].

Completion Rate Chart

AH	RCH		AH	RCH		AH	RCH		AH	RCH		AH	RCH		AH	RCH
1	1		6	5		11	9		16	12		21	16		26	20
2	2		7	6		12	9		17	13		22	17		27	21
3	3		8	6		13	10		18	14		23	18		28	21
4	3		9	7		14	11		19	15		24	18		29	22
5	4		10	8		15	12		20	15		25	19		30	23

Financial Aid Grace (Hours): Undergraduate students who are within their first 2 years (4 long semesters) at SHSU may be considered for Financial Aid Grace (Hours). If a student fails to meet the required completed hours (RCH) for an academic year (after each spring semester), their next period of enrollment (summer, fall or spring) may be used as a grace semester. During the grace semester he/she must complete 75% of their enrolled hours (AH) as well as achieve SAP in accordance with section I of this policy.

Financial Aid Suspension (Hours): If at the end of any Financial Aid Grace semester (Hours) the student has not successfully completed 75% of their AH, the student will be ineligible for aid consideration at SHSU until they have again achieved SAP in accordance with sections I and II of this policy.

Academic Fresh Start: Federal Student Aid program regulations make no provisions for the concept of Academic Fresh Start. Therefore, all courses must be taken into consideration in evaluating a student's maximum or excessive transfer/SHSU credit hours requirement.

Developmental Courses: Each developmental course is considered as the equivalent of three (3) semester hours, federal financial aid may be paid up to a maximum of 30 attempted hours (10 courses). Students enrolled in a developmental course after 30 hours may be considered for state funds only.

III. Ineligible Students:

Students who are admitted to SHSU as Non-Degree Seeking, Transient, Summer Preparatory, Career Interest, Audit Courses, Continuing Education Coursework, or Self-Improvement Coursework Students are not eligible for financial assistance. Students enrolled in only developmental courses are not eligible for financial aid.

Students who resign will be academically ineligible for financial aid in the next semester of enrollment. In order to be considered for aid in the next semester of enrollment, an appeal must be approved. See Section IV below for instructions in the appeal process.

IV. Regaining Eligibility:

Summer School: Students who fail to maintain SAP are strongly encouraged to attend summer sessions to make up any deficiencies.

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. The Petition for Reinstatement is available on the SHSU Financial Aid and Scholarships Office website (www.shsu.edu/fao) under Forms. The Financial Aid and Scholarships Office SAP Committee will rule on the appeal. Any student submitting an appeal will receive a written response within ten (10) working days of the documentation arrival. If a further appeal is desired, the student may request an Appeal Hearing with additional documentation to support the appeal within ten (10) working days of the most recent denial. Any student who has been denied financial aid due to lack of 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.

Deadline to submit appeal: 30 days after receiving official SAP Denial Notification (sent to student's SHSU email account)

TEXAS GRANT RECIPIENTS: Must maintain a minimum of 2.50 CGPA and satisfactorily complete at least 75% of the hours attempted in the most recent academic year. Recipients in the first year of college must meet the SAP requirements for undergraduate students as outlined in sections I and II.

RETURN OF TITLE IV FUNDS POLICY: The Federal Return of Title IV Funds Calculation must be performed for all students receiving Title IV student financial aid (Pell, ACG, SMART, FSEOG, Stafford and PLUS Loans) who, prior to the 60% point of the semester: withdraw from all courses (officially or unofficially), drop out of all courses, or are expelled from SHSU. Institutions are also required to complete a refund calculation for financial aid recipients who fail to earn a passing grade in all of their classes for the semester. These students are considered to have "unofficially withdrawn" from SHSU. The refund calculation determines how much of the federal financial aid a student received for the semester was actually "earned" and how much must be "repaid" by the student to the appropriate financial aid program. The amount is based on the student's last documented date of attendance.

CLASSIFICATION OF STUDENTS BY NUMBER OF HOURS COMPLETED

Freshman: 1 - 29; Sophomore: 30 - 59; Junior: 60 - 89; Senior: 90 - up