

# Sam Houston State University

## Financial Aid and Scholarships Office

MEMBER THE TEXAS STATE UNIVERSITY SYSTEM

### SATISFACTORY ACADEMIC PROGRESS POLICY

Satisfactory Academic Progress (SAP) is the term used to describe a student's successful completion of coursework toward a certificate or degree. Ineligible programs, such as certain certificate programs, are not eligible for aid. Financial Aid & Scholarships must monitor the academic progress of each student in order to meet federal and state guidelines.

There are three components to SAP: Minimum SHSU Grade Point Average (GPA), Minimum Cumulative Completion Rate, and Maximum Credit Hours. If you do not comply with any component, you may lose aid eligibility. Evaluations occur after each **Fall, Spring, and Summer** term.

Degree Program	Minimum Grade Point Average (GPA) (Qualitative)	Minimum Cumulative Completion Rate (Deficit Hours) (Quantitative)	Maximum Credit Hours (Excessive Hours)
Undergraduate Student	2.0	Students must successfully complete at least <b>67%*</b> of all credit hours attempted. This percentage includes all credit hours attempted.	2nd Bachelors
Preparatory Students	2.0	Requirements are the same as Undergraduate; however, only coursework attempted for the 2nd bachelor's program will be reviewed.	Any hours from the 1st Bachelor's that count toward earning the 2nd Bachelor's are counted toward this maximum credit limit. Not to exceed 60 hours once admitted to 2nd Bachelor's
Preparatory Graduate Students	2.0	Requirements are the same as Undergraduate; however, only coursework attempted for the 2nd bachelor's program will be reviewed.	Any hours from the 1st Bachelor's that count toward earning the 2nd Bachelor's are counted toward this maximum credit limit. Not to exceed 60 hours once admitted to 2nd Bachelor's



## Appeal Information

Students who fail to maintain SAP due to an extenuating/miagating 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. Appeals will be evaluated as soon as possible. Any student submitting an appeal will receive a written response within ten (10) working days of the documentation arrival. If an additional appeal is desired, the student may request an appeal hearing to provide additional documentation to support their appeal. Any student who has been denied financial aid due to deficient 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.

### Appeal Categories for Deficient Completion Rate, Deficient SHSU GPA, and/or Financial Aid Academic Plan:

Extenuating/miagating circumstance examples:

- Serious illness/injury: Please provide dates and an explanation of the illness/injury to you or an immediate family member (parent, spouse, sibling, child) which caused inability to attend or prepare for class for an extended time.
- Supporting documentation examples: notes or other documentation from doctors, a police report, etc.
- Death of an immediate family member: Please provide dates, the name of the individual, and proof of relationship to you. Supporting documentation examples: photocopy of a death certificate, funeral program, obituary, etc.
- Significant trauma/unexpected events in your life that impaired your emotional/physical health: Please provide dates and an explanation of the trauma or unexpected events. Supporting documentation examples: notes or other documentation from doctors, counselors, psychiatrists, etc.
- Other unexpected circumstances beyond your control: Please provide dates and an explanation of the circumstances. Supporting documentation examples: notes or other documents from educators, social workers, police, etc.

Important: Students who do not meet one of the above categories are not eligible for an appeal.

#### **Note:**

- *Appeals based solely on financial and/or emotional needs without sufficient explanation or documentation will not be accepted.*
- *Work is not considered a hardship since financial aid is viewed as a supplement to the student's income in order to help reduce the number of hours the average student would have to work in any given week.*
- *It is the responsibility of the student to successfully complete all classes enrolled. Please remember that dropping a class, failing a class, withdrawing from a class, or repeating a class for which credit was previously earned is a personal decision made by the student.*

#### **Maximum Credit Hour Appeal:**

Degree plan changes may be considered. Degree Works must accurately reflect your plan toward graduation. An appeal for Maximum Credit Hour will only be completed once. Maximum Credit Hour appeals decisions are final and cannot request a Committee Appeal Hearing.

If you are a graduate student, you must contact your graduate counselor to determine your eligibility for appeal.

## How to Appeal

The following documents and information must be completed and submitted to the Financial Aid & Scholarships Office:

- 1) Financial Aid Appeal Form
- 2) Personal statement from the student, either typed or legibly written, providing the following information: %  
e my explanation of your extenuating/mitigating circumstance(s) for all semesters (including those that ended in