

Texas A&M University-Commerce
Satisfactory Academic Progress Procedure (SAP)
Undergraduate Students

I. Purpose

This procedure outlines the Satisfactory Academic Progress (SAP) standards for students who receive federal student aid. Regulations for federal financial assistance require post-secondary institutions to develop reasonable academic standards that measure a student's progress toward a degree for the receipt of aid. At Texas A&M University-Commerce, the Department of Financial Aid is responsible for reviewing and maintaining SAP standards for recipients of financial aid. Scholarship programs and state aid may have additional requirements. Please contact the program administrator for additional information.

II. Authority/Regulation

Part 668-Student Assistance General Provisions and Federal Regulations, 34 CFR 690.75.

This procedure is in effect for Fall 2004 and subsequent semesters and is subject to revision.

III. Procedure:

Undergraduate Students must maintain the scholastic standards as outlined in the A&M-Commerce Undergraduate Catalog.

A. Financial Aid Regulations

The academic year begins with the fall semester and ends with the conclusion of the second summer semester. SAP performance is evaluated at least once a year. SAP will be evaluated only when the Free Application for Federal Student Aid (FAFSA) information for the correct academic year is received from the Central Processor.

1. Qualitative Standard:

a) Grade Point Average

Grade point average (GPA) will be checked each semester. An undergraduate student, who has a cumulative GPA of 2.0 or above, will be considered making satisfactory academic progress. [An undergraduate student who has attempted less than sixty semester hours with a cumulative GPA of 1.67 or above will be considered eligible for financial aid.] Any student on academic suspension will not be eligible for financial aid.

b) Withdrawals

An undergraduate student who withdraws from the university while receiving financial aid will not be eligible for financial aid until a like number of hours has been completed at the student's own expense.

2. Quantitative Standard

a) Deficit/Attempted Hours

Number of hours successfully completed will be checked at least once each academic year. Enrollment status (hours attempted) will be determined by the student's enrollment on the census date (12th class day for fall and spring, 4th class day for summer). Enrollment status of twelve or more hours attempted per semester will be considered full-time, nine to eleven hours will be considered three-quarters time, and six to eight hours will be considered half-time. Students enrolled full-time must complete 24 semester credit hours per academic year. (An academic year equals consecutive fall, spring and summer sessions.) Student's enrolled less than full-time must complete a proportional number of hours annually (i.e. $\frac{3}{4}$ time = 18 hours, $\frac{1}{2}$ time = 12 hours). Courses in which a grade earned of A, B, C, D, and S will be used to compile hours completed.

b) Excessive Hours

The maximum number of hours a student may attempt will be limited to 150% of their A&M-Commerce catalog degree program (ex. 120 credit hours required for degree x 150% = 180 total hours allowed). A student who exceeds 150 credit hours attempted will not be deemed making satisfactory academic progress until he/she has documented that he/she will graduate within the 150% limit. Enrollment status (hours attempted) will be determined by the student's enrollment on the census date. All course work transferred to TAMU-Commerce will count toward the allowable number of maximum credit hours.

c) Remedial Coursework

A student may receive federal aid for up to one academic year's worth of remedial coursework. For the purpose of this limit, that is 30 semester hours.

IV. Process

An undergraduate Student who is denied aid under the SAP procedure will be eligible for aid when he/she can illustrate that he/she meets the requirements of the above procedure (see III); therefore, the student will be responsible for any balance due to the university during periods of ineligibility.

Awarded financial aid may be cancelled upon identification of non-compliance with any aspect of the SAP procedure.

V. Appeal

Student aid regulations allow a student to appeal an adverse satisfactory academic progress finding based on (a) the death of a relative, (b) an injury or illness of the student, or (c) other extenuating circumstances.

1. Not an Appeal Item

A student provisionally admitted will not be eligible for financial aid.

2. How to Appeal

A student who wishes to appeal shall do so in writing to the Financial Aid Office no later than November 1st for fall, April 1st for spring, and June 1st for summer or within 21 calendar days of notice of the adverse finding whichever occurs first. The appeal should address what occurred to cause non-compliance with SAP and include a detailed plan of action to prevent subsequent occurrences. If the appeal is received after the deadline date, the decision for the appeal will apply to the following term. A student whose appeal is denied by the Financial Aid Office may appeal to the Financial Aid Committee. The student will provide written notice within **14** calendar days of their intent to appeal to the Financial Aid Committee. The Financial Aid Committee will review the written appeal. The student may, but is not required, to appear in person before the Financial Aid Committee. The Financial Aid Committee decision is final.

3. Notification of Decision

The student will be notified of the appeal decision by mail or e-mail; therefore, it is imperative that the student maintains accurate address information with the university.

4. Reinstatement of Financial Aid

If appeal is approved, financial aid will be reinstated in a timely manner. Financial aid can be processed only if a student's financial aid file is complete; therefore, students are encouraged to complete their financial aid file in a timely manner.