



## SATISFACTORY ACADEMIC PROGRESS POLICY

### Graduates and Doctoral

#### INTRODUCTION

Federal regulations state that students receiving financial assistance under Title IV programs must be maintaining satisfactory academic progress (SAP). All periods of enrollment in the student's degree program are considered in the determination of SAP, regardless of whether the student was receiving financial aid during the period of prior enrollment. The institution must certify that the student is maintaining satisfactory academic progress in his/her course of study. **THE STUDENT IS RESPONSIBLE FOR UNDERSTANDING AND ADHERING TO THE POLICY.**

#### POLICY

Students on Title IV financial assistance must maintain satisfactory academic progress toward completion of their master's or doctoral degree.

Three factors are taken into consideration in determining satisfactory academic progress. The factors are as follows: qualitative (grade point average), quantitative (increments) and maximum time frame.

##### I. GRADE POINT AVERAGE:

The student must maintain a grade point average required for continued enrollment consistent with the University's graduation requirements. This is monitored at the end of each increment. A minimum grade point average overall (cumulative) of 3.0 ("B") is required for a graduate degree. During the following semester or summer session, they must recoup an overall "B" average or be automatically suspended.

##### II. INCREMENTS:

Increments are measured at the end of each academic period. One academic period is defined as the fall and spring semesters. Therefore, the incremental progress will be monitored at the end of the spring semester.

Students less than full-time will be required to meet their increment requirements on a proportional basis; less than half-time must be completed at the rate enrolled.

Transfer graduate hours will be adjusted to the appropriate increment based upon the number of accepted transfer hours. All transfer credits that are accepted will be counted in the calculation of maximum time frame.

##### III. MAXIMUM TIME FRAME:

Maximum time frame will be measured at the end of the Fall and Spring terms.

Students in Masters programs with more than thirty-six hours will be given two (2) additional semesters to complete their program without appealing their financial aid status. Contact the Student Financial Services Office.

The semesters required to take leveling courses before entry into the masters or doctoral programs are included in the maximum time frame measure.

The table illustrates the increment requirements that a full-time student must satisfactorily complete and the maximum time frame requirements.

	Academic Progress Period	Total Cumulative Hours Earned	Incremental Hours to be Completed	Maximum Time Frame (years)*	
				Full Time FT	Less than
Masters	1st yr-2 semesters	12	12	3	6
	2nd yr-4 semesters	24	12		
	3rd yr-6 semesters	36	12		
PhD	1st yr-2 semesters	12	12	5	10
	2nd yr-4 semesters	24	12		
	3rd yr-6 semesters	36	12		
	4th yr-8 semesters	48	12		
	5th yr-10 semesters	60	12		

\*The calculation of academic progress for special graduates follows the same method as for graduates. The expectation being that an extension of terms is not given for hours exceeding thirty-six. An appeal would be required.

## ENROLLMENT STATUS

Enrollment status will be determined as of the official census date each semester and in accordance with the University catalog definition. Therefore, this enrollment status and student's current classification will determine the number of hours needed in order to avoid deficiencies.

Grades of "A", "B", "C", "D", and "P" will be considered toward meeting increment measure requirements and measurement of maximum time frame. Grades of "F", "WF", "WP", "DF" and "DP" will not be considered toward meeting increment measure requirements but will be considered for maximum time frame. Students with incomplete grades of "I" must resolve the incomplete grade before a determination can be made whether the student is meeting incremental requirements. Incomplete grades are counted for purposes of determining maximum time frame. Students who withdraw from the University must still maintain satisfactory academic progress regarding increments and maximum time frame.

Summer school enrollment at UT Pan American may be used as a means to make up credit hour deficiencies. A **REPEAT COURSE** for which a grade has been received at another institution will not clear a deficiency.

Continuing Education courses are not calculated in the Satisfactory Academic Progress status for a student. Continuing education courses are not counted toward meeting degree requirements. Extension courses applied for credit are used in the Satisfactory Academic Progress calculation.

Credit for distance learning courses will be used in the Satisfactory Academic Progress calculation.

## FINANCIAL AID PROBATION

Students who are under *academic probation* by the Office of Admissions and Records will be automatically on Financial Aid Probation. Should graduate or doctoral students make less than a "B" average (3.0 GPA) in a given semester, they will be placed on scholastic probation. Although, a student on Financial Aid Probation is still eligible to receive financial aid, the student must ensure that after the spring semester they meet Satisfactory Academic Progress Policy Requirements.

If, after the spring semester, the student remains deficient in the number of increment hours required, he/she will be on a probationary status during the summer sessions. Summer school enrollment may be used as a means to make up deficiencies.

The probationary period will not be extended after the summer or after the student has exhausted his/her maximum time frame.

### **FINANCIAL AID SUSPENSION**

Students on scholastic suspension will automatically be considered to be on financial aid suspension. Students that were on scholastic probation must recoup an overall "B" average during the following semester or summer session after they were placed on scholastic probation, or they will be placed on scholastic suspension

Failure to meet the increment requirements after probationary period (summer sessions) will result in financial aid suspension. Exhausting the maximum time frame allowed will result in financial aid suspension.

### **APPEALS PROCESS**

A student who loses eligibility for Federal financial aid funds because he/she is not meeting satisfactory academic progress standards will regain eligibility once the student is meeting required standards again. Students may also appeal financial aid suspension status due to unusual circumstances such as illness, death in the family, accidents, or other mitigating circumstances. A written appeal must be submitted to the Student Financial Services Office prior to the intended period of appeal. The financial aid office will request academic transcripts. Appeal forms are available at the Student Financial Services Office:

Fall	July 1
Spring	November 1
Summer	April 1

The appeal will be reviewed by the Financial Aid Appeals Committee. The Appeals Committee will notify the student of the result of the appeal.