



## SATISFACTORY ACADEMIC PROGRESS POLICY

### Undergraduate

#### 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 baccalaureate, masters or doctoral degree. Financial assistance may be provided for a maximum of \*twelve semesters to undergraduate students and \*four semesters for those students classified as SPECIAL because they are seeking teacher certification or pursuing a second Bachelor's degree.

\*The twelve and four semesters will be calculated as of the first period of enrollment, regardless of whether the student was receiving financial aid during that period. See separate policy for graduate programs.

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, and also at the end of the second academic year. If a student repeats a course, only the most recent grade is counted in the calculation of grade point average. However, the credits from all attempts are counted in the calculation of maximum time frame. Remedial courses are not counted in the calculation of grade point average, but are counted in calculation of maximum time frame.

Freshmen: ..... 1.7                      Junior: ..... 2.0  
Sophomore: .....1.8                     Senior: ..... 2.0

#### 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.

Part-time students will be required to meet their increment requirements on a proportional basis, i.e. half time students will have to meet 50% of the increment requirement.

Transfer undergraduate students will be adjusted to the appropriate increment based upon the number of accepted transfer hours; i.e. 40 undergraduate hours accepted in transfer, the undergraduate student will be in the 2nd year of academic progress. 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.

The following table illustrates the increment requirements that a 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 than FT	Less
Undergraduate	1st yr-2 semesters	20	20	6	12
	2nd yr-4 semesters	40	20		
	3rd yr-6 semesters	60	20		
	4th yr-8 semesters	84	24		
	5th yr-10 semesters	108	24		
	6th yr-12 semesters	132	24		
Special	1st yr-2 semesters	18	18	2	4
	2nd yr-4 semesters	36	18		

\*Any combination of enrollment status is calculated proportionately not to exceed maximum number of years as stated for each career level (undergraduate, special).

Students who have a classification of SPECIAL and are working on teacher certification or pursuing a second Bachelor's degree will be treated as undergraduate students for financial aid purposes. They will be evaluated for increments and maximum time frame as indicated above under the Special category.

Students who hold a first baccalaureate or have met the requirements for the baccalaureate are not eligible for Federal Pell Grant or Federal Supplemental Opportunity Grant to continue their education.

### 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. REMEDIAL COURSES not completed at UTPA do not clear a deficiency. Remedial courses taken at UTPA are counted in measuring increments and maximum time frame. A REPEAT COURSE for which a grade has been received at another school will not clear a deficiency.

Note: Credit by examination will not clear a deficiency.

When UT-Pan American has a consortium agreement with a participating institution, the student must meet the satisfactory academic progress policy of the institution, which is awarding the aid (home institution). The concurrent hours from the participating institution for which aid is received will be used in the satisfactory academic progress calculation.

Continuing Education hours or credits earned from Continuing Education hours will not be calculated in the satisfactory academic policy. Continuing Education courses are not counted toward meeting degree requirements. Extension courses applied as credit will be used in the satisfactory academic progress calculation.

Note: Students who opt for the Academic Fresh Start policy or qualify under the exclusion of "F" grades seven or more years old will still have to meet financial aid increments and maximum time frame requirements. All courses attempted will be counted in the determination of satisfactory academic progress.

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. 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 academic suspension will automatically be considered to be on financial aid suspension. Failure to meet the increment requirements after a 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. 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.