



# PRAIRIE VIEW A&M UNIVERSITY

A Member of the Texas A&M University System

## Satisfactory Academic Progress Policy 2011 -2012

Satisfactory Academic Progress is required by federal law (34 CFR 668.34) to define and enforce the standards of Satisfactory Academic Progress (SAP). Satisfactory Academic Progress (SAP) measures a student's completion of coursework toward a degree. The Office of Student Financial Aid and Scholarships must monitor the academic progress of each student to determine if that student meets federal and state guidelines that governs the administration of student financial assistance. Students who do not complete classes enrolled in or fail to achieve the minimum standards for grade point average may lose their eligibility for all types of federal, state, and institutional aid.

SAP is measured both qualitatively and by pace and checked at the end of every academic year (May) and is composed of two components. Failure to comply with any component may result in a loss of aid eligibility. The components are as follows:

### QUALITATIVE MEASURE OF ACADEMIC PROGRESS

The qualitative measure of academic progress is based on grading scale and classification.

#### Minimum Grade Point Average (GPA)

Undergraduate Student	2.00
Graduate Student	3.00
Graduate/PhD Student	3.00

**NOTE:** At the end of four (4) semesters or at the end of the second academic year, the undergraduate student must have a cumulative GPA of at least 2.00.

### PACE MEASURE OF ACADEMIC PROGRESS

- Students are expected to enroll full-time to be eligible to receive financial assistance. However, each student must complete at least 75% of all credit hours attempted at Prairie View A&M University. This percentage includes all credit hours attempted at Prairie View A&M University, regardless of whether or not financial aid was received.
- Transfer students must meet the same satisfactory academic progress requirements as Prairie View A&M University students. All transfer hours attempted/completed will be included in Prairie View A&M University's attempted/completed hours to determine the cumulative GPA at Prairie View A&M University.
- Grades of U, I, W, WV, MW, DW, F and excluded grades are not considered to be grades for completion.
- Students cannot have more than one (1) repeated course.
- Undergraduate, Graduate, and PhD students are eligible to receive financial assistance for a limited period while pursuing a degree. A student should not exceed 150 percent of the number of credits it takes to obtain a degree. Our policy for excessive hours is based on the minimum credit hours students must have in order to be eligible to receive a degree. Credit hours are cumulative hours. Therefore, students working towards obtaining more than one degree in the same curriculum such as two Masters may be denied for excessive hours.

**EFFECTIVE: JULY 1, 2011**



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## **Undergraduate Students**

The minimum hours required to receive a degree is 120 credits. Therefore, undergraduate students must not exceed 180 attempted credit hours in order to remain eligible for financial aid. Students who exceed 180 attempted credit hours are considered ineligible for financial aid based on excessive hours.

## **Graduate Students**

The average minimum hours required to receive a Graduate degree is 36 hours. Therefore, graduate students must not exceed 54 matriculation hours towards their first Masters in order to remain eligible for financial aid. Graduate students who exceed 54 attempted credit hours are considered ineligible for financial aid based on excessive hours.

## **PhD Students**

The minimum hours required to receive a PhD degree is 63 hours. Therefore, PhD students must not exceed 94 attempted credit hours in order to remain eligible for financial aid. PhD students who exceed 94 attempted credit hours are considered ineligible for financial aid based on excessive hours.

**\*Consequences of Students Failing to Meet Qualitative and/or Pace Measurements will Result to the following:**

### **Financial Aid Probation**

Freshman students who fail to meet qualitative and/or pace standard requirements at the end of their first academic year will be placed on financial aid probation. A freshmen student on probation will be permitted to receive aid for the next academic year. If the student meets the minimum satisfactory academic progress requirements at the end of the one-year probationary period (spring term), he/she will return to good standing and will be eligible for financial aid.

However, freshman students who elect to attend the following summer term(s) without receiving financial aid and meet the minimum satisfactory academic progress requirements at the end of the academic year, he/she will return to good standing and will be eligible for financial aid.

*Any student who fails to meet qualitative and/or pace standard requirements with 60 or more attempted hours will not qualify for financial aid and there is NO probationary period.*

### **Financial Aid Suspension**

Failure to make Satisfactory Academic Progress at the end of the Financial Aid probationary period will result in *Financial Aid Suspension*. A student who is found to be on Financial Aid Suspension at the end of spring semester will not be eligible for aid during the summer. The student will be denied all types of federal and state aid (grants, work study and loans) until the deficiency has been removed and the student is in good SAP standing. The student must pay his or her educational expenses from personal funds during the time period aid is suspended. This policy applies to all students at Prairie View A&M University receiving Financial Aid.

*If students are notified of a probation or suspension of financial aid during the **registration period**, students must submit a written letter of appeal along with any requested documentation to the Office of Student Financial Aid & Scholarships within seven (7) business days of the notification in order to have a decision made relative to financial aid assistance.*

**ALL APPEALS MUST BE SUBMITTED TO THE OFFICE OF STUDENT FINANCIAL AID & SCHOLARSHIP NO LATER THAN TEN (10) DAYS AFTER THE OFFICIAL NOTIFICATION OF THEIR FINANCIAL AID SUSPENSION STATUS. NO EXCEPTIONS.**

**EFFECTIVE: JULY 1, 2011**



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## Appeal Procedures

Undergraduate students who fail to meet the Satisfactory Academic Progress Standard may appeal the suspension of their student financial assistance funds. Letters of appeal should be based on some type of mitigating circumstances that impacted negatively upon the students' ability to meet the required standards. Examples of such circumstances are; (1) death/prolonged illness of an immediate family member, (2) medical illness by the student that created undue hardship, (3) natural disasters or other acts of God beyond the control of the student (i.e. hurricanes, storms, etc) or other personal or family matters/situations which may have negatively impacted the students ability to meet the required standards.

## Steps to the APPEAL PROCESS:

1. Students must submit a completed SAP Appeal form to the Office of Student Financial Aid & Scholarships to:  
  
Attn: Office of Student Financial Aid  
SAP Appeal Committee  
P. O. Box 519, Mail Stop 1005  
Prairie View, TX 77446
2. Students **must** attach all necessary supporting documents (grade change, current academic transcript, doctor's statement, death certificate, accident report, etc.) to the written appeal request.
3. The students' completed SAP appeal request packet will be reviewed within **two** weeks of submission. **Incomplete submission or if any of the requested documentation is not received within the requested timeframe, a decision of denial will be rendered due to lack of sufficient evidence.**
4. The student will be notified in writing of the decision to approve or deny the financial aid eligibility.

## Appeal Approval

If the SAP appeal committee determines the student eligible for reinstatement of financial aid, he/she will be considered for aid available at the time of reinstatement.

The student will be reviewed again at the end of the following semester and will be subject to the same required standards as previously stated unless otherwise stated so in the SAP committee letter of reinstatement.

## Appeal Denial

All decisions that are rendered by the Financial Aid Appeals Committee will be ***final*** and not subject to further review.

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## Reinstatement of Financial Aid

In order to have financial aid reinstated, a student must complete the following requirements **at his/her own expense** (no financial aid will be granted at Prairie View A&M University for those on financial aid suspension):

- Enroll and successfully attempt and earn at least 12 credit hours if an undergraduate, 6 if a graduate or PhD student and maintain a semester grade point average of no less than a 2.0 as an undergraduate and 3.00 as a graduate or PhD student.  
*Please note that all students must meet the Satisfactory Academic Progress (SAP) standard at the end of the academic year.*
- Subsequent to completing the required coursework, a student must file an appeal to the Financial Aid Appeals Committee for reinstatement consideration.