PRAIRIE VIEW A&M UNIVERSITY

A Member of the Texas A&M University System

Satisfactory Academic Progress Policy

PLEASE USE BLACK OR BLUE INK PENS ONLY

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 comprised of two components: Qualitative (GPA) and Quantitative (Pace & Maximum Time Frame). Both areas will be reviewed at the end of each academic pay period. 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
PhD Student	3.00

QUANTITATIVE MEASURES OF ACADEMIC PROGRESS

Maximum Time Frame

The quantitative measure of academic progress indicates that students are eligible to receive financial assistance to no exceed 150 percent of the number of credits hours required to complete a degree.

Maximum Attempted Hours	
Undergraduate Student	180
Graduate Student	54
PhD Student	94

Pace Measure/Completion Rate

Each student must complete at least **67%** of all credit hours attempted. This percentage includes all credit hours attempted at Prairie View A&M University in addition to the accepted transfer hours that are applied towards a degree.

- 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**s.** For example, if the student received a grade of F, the student can receive federal funding to retake the course and receive a passing grade. However, a student cannot repeat a course and receive federal funding if the student has already received a passing grade of A, B, C, or D in the course. Students may only receive financial aid for only on repetition in a previously passed course. See exceptions below:

    1. Allowable: Repeated coursework may be included if the student received an unsatisfactory of failing grade. There is no limit on the number of attempts allowable if the student does not receive a passing grade.

    2. Allowable: Repeated coursework may be included, if a student is required to meet an academic standard for a previously passed course, such as a minimum grade. Example: Student received D in a course, which requires a minimum grade of C for his/her major.

EFFECTIVE: NOVEMBER 15, 2013

CONSEQUENCES

Students receiving federal aid who fail to completed qualitative, quantitative, and completion rate after each semester will result in the following:

1. **Financial Aid WARNING**
   Students that were in good standing who fail to meet SAP requirements at the end of the semester will be placed on ***Financial Aid Warning*.** Students placed on financial aid warning will not need an appeal, however, failure to make satisfactory academic progress by the end of the financial aid warning period will result in financial aid suspension.

2. **Financial Aid SUSPENSION**
   Failure to make satisfactory academic standard by the end of the financial aid warning period will result in ***Financial Aid Suspension***. Students who are placed on ***Financial Aid Suspension*** have the option to appeal for Title IV funding. At the end of the semester, students are notified of financial aid suspension and must submit a written letter of appeal along with all supporting documentation to the Office of Financial Aid and Scholarships Appeals Committee **by the established deadline** (see Appeals Procedures). **LATE APPEALS WILL NOT BE REVIEWED**.

   The committee will review the appeals and supporting documentation to determine the student's financial aid should be reinstated or remain in suspension.

   Appeal Denial
   All decisions that are rendered by the Financial Aid Appeals Committee will be ***final*** and not subject to further review. Student will remain on ***Financial Aid Suspension*** until back in good standing.

   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 and will be placed on ***Financial Aid Probation.***

3. **Financial Aid PROBATION**
   During the ***Financial Aid Probation*** period, the student will be **required** to sign a financial aid academic agreement with his/her financial aid counselor before federal aid is reinstated for the semester. In addition, the student will be required to meet all stipulations within the agreement. Failure to do so will result in suspension of financial aid until student in back in good standing.

   NOTE: If the student does not enroll for the semester of financial aid probation, the approval stands for the following semester.

EFFECTIVE: NOVEMBER 15, 2013

Appeal Procedures

Students who fail to meet the Satisfactory Academic Progress may appeal the suspension of their student financial aid. Letters of appeal should be based on a mitigating circumstance that negatively impacted the student's ability to meet the required standards. Examples of such circumstance may include, but are not limited to:

- Death or prolonged illness of an immediate family member
- Medical illness by the student that created undue hardship
- Natural disasters beyond the control of the student or other personal or family matters/situations that may have negatively impacted the students' ability to meet the required standards.
- If applicable, documentation that supports any [1]retroactive changes that may have occurred.

LATE APPEALS WILL NOT BE REVIEWED

Steps in 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. Student must include the following in order to be considered for an appeal review:

   a. SAP Appeal Form
   b. A statement of circumstance of why satisfactory academic progress was not met. This statement MUST include specific information that outlines a mitigated change from the prior semester.
   c. Supporting documentation (proof of grade change, current academic transcript, doctor's statement, death certificate, accident report, etc.)

3. After the committee review, the student will be notified via *PantherTracks* and University email of the appeal decision.

[1] Retroactive Change: If errors are made within the grading process and the student is eligible for a grade change that affects satisfactory academic progress, the Office of Student Financial Aid and Scholarships will allow restoration of federal aid. Students will be allowed one semester of federal aid while grade change process occurs provided a letter from the department head or dean certifying that a grade change has been submitted or approved.

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