Satisfactory Academic Progress Policy

Federal regulations require schools to monitor the academic progress of financial aid recipients and certify the applicant is making satisfactory academic progress toward earning his/her degree. This evaluation process is comprised by three standards; qualitative, quantitative, maximum time frame. This determination must be made at least once per year. The HSC has chosen to perform the evaluation at the end of each payment period (the combined summer terms equal a single term) in an effort to provide an advanced warning and additional opportunities for students in jeopardy of losing financial aid eligibility.

Satisfactory Academic Progress Policy

Qualitative Standard

- Undergraduate students must maintain at least a cumulative 2.5 grade-point average (GPA).
- Graduate students in the Schools of Nursing and the Graduate School of Biomedical Sciences must maintain at least a cumulative 3.0 grade-point average (GPA).
- Graduate students in the following programs in the School of Allied Health Sciences must maintain a minimum cumulative grade-point average of 2.7.
  - Masters of Athletic Training
  - Clinical Practice Management
  - Molecular Pathology
  - Occupational Therapy
  - Doctor of Physical Therapy
  - Physical Therapy ScD
  - Physical Therapy Transitional
  - Physician Assistant
  - Rehabilitation Counseling
- Graduate/Professional students in the following programs in the School of Allied Health Sciences must maintain a minimum cumulative grade-point average of 3.0.
  - Audiology
  - Speech and Language Pathology
  - Communication Sciences and Disorders PhD
  - Rehabilitation Sciences PhD
- Pharmacy students must maintain a cumulative grade average of 70% or better.
- Medical students are not assigned a GPA, but must not receive more than two grades of marginal or lower during one academic year.

- If the qualitative standard is not met, the student will be placed on financial aid warning for one term. During this warning term the student will still be eligible to receive financial aid.
- If at the end of any warning term the student fails to achieve the minimum qualitative standard they will be placed on financial aid suspension and will be ineligible to receive financial aid until the minimum standard has been achieved.
Quantitative Standard (Pace)

- Undergraduate students must successfully complete at least 75% of the hours attempted each term.
- Graduate/Professional students must successfully complete at least 67% of the hours attempted each term.

This percentage is calculated by dividing cumulative hours the student has successfully completed by cumulative hours the student has attempted.
- At the end of a term, if the student fails to meet this standard he or she will be placed on financial aid warning. During this warning term the student is eligible to receive financial aid.
- If the student fails to meet this standard at the end of a warning term he or she will be placed on financial aid suspension and will be ineligible to receive financial aid.

Time Frame

Students may not attempt more than 150% of the published hours required to complete their degree program.

- The maximum amount of hours allowed is calculated by multiplying the number of hours required for the degree by 150%.
- Exceeding 150% of the hours allowed for the student's program will result in being placed on financial aid warning. During this warning term the student will still be eligible to receive financial aid.
- If the student is still found to be exceeding this maximum time frame at the end of a warning term he or she will be placed on financial aid suspension and will be ineligible to receive financial aid.

Reinstatement of Financial Aid Eligibility

When a student has been placed on financial aid suspension it is possible to regain eligibility by meeting the aforementioned qualitative, quantitative, and time frame requirements at the end of the probationary term.

Students have the right to file an appeal within 30 days of being notified of their loss of financial aid eligibility. The appeal must include: a) a letter of explanation detailing what extenuating factor(s) caused him or her not to meet the SAP requirements, b) a verified session with his or her academic advisor to create an academic plan, and c) acknowledgment of the SAP policy. The appeal may not be based upon the student’s need for the assistance or the student’s lack of knowledge that their assistance was in jeopardy. An appeal should be based upon an extraordinary situation or condition which prevented the student from successfully completing his or her courses, or which necessitated his or her withdrawal from classes. Examples of situations which will be considered are serious illness, severe injury, or death of a family member. Students may obtain an official appeal form by contacting the Financial Aid Office. If the student’s appeal is approved he or she will be placed on financial aid probation. During this probationary term the student will be eligible to receive financial aid.

- If a student meets all SAP requirements at the end of a probationary term he or she will be taken off of probation and will be eligible to receive financial aid.
- If a student fails to meet all SAP requirements at the end of a probationary term he or she will be placed back on financial aid suspension.
Additional Information

- The Office of Student Financial Aid SAP policy may differ from the academic standards required of each of the respective programs within the Texas Tech University Health Sciences Center.
- Summer school is considered a term.
- Transfer hours are not counted towards the student’s HSC degree requirements, and therefore will not be used to calculate quantitative or maximum time frame components.
- Grades of Withdrawal (W) and Dropped (DG, DW, DX) are not used in calculating the student’s cumulative GPA, but are used in calculating the quantitative and time frame components.
- Repeated courses and grades of Withdrawal Failing (WF) and No Credit (NC) are used in all calculations pertaining to SAP.
- Grades of Incomplete (I), Credit (CR), and In Progress (PR) are considered satisfactory.
- Repeated courses and grades of Withdrawal Failing (WF) and No Credit (NC) are used in all calculations pertaining to SAP.
- Grades of Incomplete (I), Credit (CR), and In Progress (PR) are considered satisfactory.
- GPA and completion rates will be rounded to the nearest hundredth.
- All correspondence regarding SAP will be sent to the student’s TTUHSC email account.

Definitions

**Academic Plan**
A prescribed series of measures by which the student will regain SAP status within a specified period of time. The student must agree to the plan, and the school must monitor the student’s compliance with the plan. The student is considered eligible for financial aid while meeting the terms of the plan.

**Financial Aid Probation**
Status assigned to a student who fails to make SAP but who successfully has appealed the school’s determination that he is not meeting the school’s academic progress standards.

**Financial Aid Warning**
Status assigned to a student who fails to make SAP at the end of a payment term. A student may not be placed on warning for two consecutive terms.

**Maximum Time Frame**
The maximum amount of hours a student may attempt without having successfully obtained his or her degree. To calculate this percentage multiply the maximum amount of hours required for the program by 150%.

**Pace**
Rate at which students are required to complete his or her courses each term to complete the program within the maximum time frame. This percentage is calculated by dividing cumulative hours the student has successfully completed by cumulative hours the student has attempted.