



Satisfactory Academic Progress Policy

Effective Spring 2008

The Higher Education Act of 1965, as amended, mandates that all institutions of higher education establish policies to monitor the academic progress of students who apply and/or receive federal financial assistance. Texas A&M University-Corpus Christi makes its minimum standards applicable to all federal, state, and institutional financial aid programs for the purpose of maintaining a consistent policy for all financial aid applicants. **Though this policy establishes the minimum standards for all financial aid programs at A&M-Corpus Christi, an individual aid program may have unique qualitative and/or quantitative standards specific to the program as mandated by law or the program's governing entity (e.g., Texas Grant, Texas Be-On-Time loans, Academic Scholarships, Athletic Scholarships, etc.).**

In order to be awarded or receive any financial aid, a student must be accepted to the University in good academic standing (i.e., no conditional admittance), be enrolled in credit courses leading toward a degree or teaching certificate, and maintain satisfactory academic progress in the course of study pursued. This policy is consistently applied to all enrollment periods regardless of whether or not the student received aid.

MINIMUM STANDARDS OF SATISFACTORY ACADEMIC PROGRESS (SAP)

At the end of each academic year (i.e., Spring semester), students must show satisfactory progress toward a degree or certificate based on the following elements:

1. Academic Standards
2. Maximum Frame for Degree/Certificate Completion
3. Successful Credit Hour Completion Rate

Academic Standards

Students must maintain the following cumulative grade point average to retain financial aid eligibility:

| | |
|--|--------------------|
| Undergraduate Students (0-29 earned hours) | 1.8 Cumulative GPA |
| Undergraduate Students (30+ earned hours) | 2.0 Cumulative GPA |
| All Graduate Students | 3.0 Cumulative GPA |

Maximum Frame for Degree/Certificate Completion

Students will be limited to the following number of attempted hours to complete their degree/certification:

| | |
|------------------------------------|---------------------|
| Undergraduate Degree/Certification | 186 attempted hours |
| Graduate Degree/Certification | 54 attempted hours |
| Doctoral candidates | 90 attempted hours |

Attempted hours include all transfer hours and all registered hours at A&M-Corpus Christi per semester, whether or not the student earns a grade, receives credit, or received financial aid.

The following are considered hours attempted, but not completed/earned:

- a) Grades of *F* or *NC*
- b) *I* (incomplete)
- c) *W* (withdrawal from courses)

The following are considered hours attempted and successfully completed/earned:

- a) Grades of *A*, *B*, *C*, *D*, *CR*, and *IP*

Successful Credit Hour Completion Rate

Students must successfully complete/earn a minimum of 67% of all attempted course work. Note: All partial credit hours will be rounded down to the nearest hour.

Examples:

- a) If a student attempts (registers for) 24 credit hours in an academic year, they must complete a minimum of 18 credit hours ($24 \times 67\% = 16$) in order to meet SAP requirements for the year.
- b) If at the end of the second year, a student has attempted 60 hours, they must have completed a minimum of 45 credit hours ($60 \times 67\% = 40$) to meet SAP requirements.

REVIEW POLICY

At the end of each Spring semester, the Office of Student Financial Assistance will review the progress of each financial aid recipient to determine eligibility for aid consideration for the upcoming academic year. If it is determined that a student does not meet the minimum Satisfactory Academic Progress requirements, he/she will automatically be placed on financial assistance suspension and will be notified accordingly. Students on financial aid suspension are not eligible for any type of federal, state, or institutional aid.

Note: Students on scholastic suspension/dismissal or enforced withdrawal will also be placed on financial assistance suspension.

CONDITIONS FOR REINSTATEMENT

Students may attend the next semester/term at A&M-Corpus Christi without financial aid to reinstate eligibility. If at the end of the semester/term the student again meets the minimum SAP standards, he/she may submit a written request to the Office of Student Financial Assistance to have their application for aid reinstated for the next and subsequent semesters/terms of the current academic year. Continued eligibility for the next academic year will be determined again at the end of the spring semester during the regular review process.

APPEAL POLICY

Students who fail to maintain satisfactory progress due to extenuating circumstances may submit an application for appeal to be reviewed by an appeals committee.

To appeal for reinstatement of financial aid eligibility, students must complete and submit the Request for Appeal form to the OSFA. A completed appeal application includes:

1. A letter and supporting documentation providing a detailed explanation of the extenuating circumstances. For example: personal injury or medical problems, illness or death of an immediate family member, etc.
2. If a student has exceeded the maximum time frame and is appealing based on a change of major, he/she should state the reason for the change and indicate the number of hours remaining to be taken in the new major. The student must also have their academic advisor complete the advisor section of the application.

If the appeal is approved by the Aid Appeals Committee, aid will be continued as if the student is otherwise eligible. If denied, the student may request an in person meeting with the appeals committee. If the second appeal is also denied, the student must reinstate eligibility according to actions outlined in the previous section.

The decision of the committee is final and may include additional conditions the student must meet as deemed appropriate by the committee. All students (approved or denied) will be reviewed again for continued eligibility at the end of the academic year during the regular review process.