APPENDIX D: SATISFACTORY ACADEMIC PROGRESS (SAP) POLICY FOR FINANCIAL AID RECIPIENTS

SAP Policy versus Academic Standing Policy

The Satisfactory Academic Progress (SAP) Policy is different from the Academic Standing Policy.

- The SAP Policy only affects eligibility to receive financial aid.
- The Academic Standing Policy applies to all TU students and violations can lead to dismissal from the university. For more information on the Academic Standing Policy, see Academic Standards and Procedures in this catalog.

Cumulative Progress Standards (Effective June 2011)

Undergraduate students must meet all four of these cumulative SAP standards to be eligible to receive most financial aid programs (including federal student loans; Federal Work-Study funds; and state scholarships grants).

1. Minimum Cumulative Grade Point Average: 3.0
2. Minimum Course Completion Rate (Pace) = 67 percent
   - You must pass at least 67 percent of your cumulative attempted units.
   - Completion Rate Formula = Cumulative Completed Units / Cumulative Attempted Units.
3. Maximum Time Frame For Graduate Students

The TU Office of Graduate Studies and Registrar monitor and enforce the following time limits for students pursuing graduate certificates, master’s degrees and doctoral degrees:

- All requirements for certificate or master’s degree must be completed within a seven-year period.
- All requirements for terminal or doctoral degrees must be completed within a 10-year period.
- The seven and ten-year time clock begins with the earliest course applied toward the degree program.

To appeal for time extensions, please follow these procedures from the Graduate Catalog (Appendix F: Student Responsibilities and Rights > Section I. Graduate Student Appeals Process for Academic Issues):

Time Limit for Completion of Degree and Certificate Requirements
- Students are to abide by TU policy for completion of degree and certificate requirements. Students are to contact the Registrar’s Office and provide documented evidence related to health problems or extenuating circumstances to petition for time extension. Petitions for time extensions beyond one year require documentation of substantive health problems or extenuating circumstances. The Registrar makes the determination regarding the extension based upon documented evidence, and in consultation with the student’s academic department and program director. When students have a dispute with the determination made by the Registrar, they may appeal to the dean of the academic college, then the Graduate Studies Committee. The decision of the Graduate Studies Committee is final.

4. Maximum Developmental Course Units*
   - If you reach 24 attempted developmental course units, you must appeal to request aid for additional terms.
   - If you reach 30 attempted developmental units, you will become ineligible to receive any additional aid for developmental courses, but could still be eligible for aid for non-developmental courses if you are meeting all the other cumulative SAP standards listed above.
   - *Developmental course units typically apply to undergraduate rather than graduate students

Definition of Unit Terminology

- Attempted Units - include units for all accepted transfer courses and all TU courses you were still registered for as of each term’s change of schedule deadline.
- Completed Units - include accepted transfer courses and courses completed at TU with an earned letter grade (A, B, C or D) or passed under the Pass/Fail provision.
- Uncompleted Units - include all Attempted Units not successfully completed. This includes all courses with any of the following grades: AU (Audit), W (Withdraw), I (Incomplete), U (Unsatisfactory), and F or FX (Failure).
- Repeating a passed course to earn a higher grade will only count as Completed Units once. All other attempts will count as Uncompleted Units.
- Developmental courses include DVMT (Math), DVRD (Reading) and DVWR (Writing) courses.
- TU excludes developmental courses from the Completion Rate formula and Maximum Attempted Units calculations.

Tips on Avoiding SAP Violations

- If you officially drop a course before the end of the term’s change of schedule deadline, it will not count as an Attempted Unit, and will not harm your completion rate.
- Remember that you reduce your completion rate every time you withdraw from a course after the change of schedule deadline, do not earn a passing grade, audit a course or repeat a course that you have already passed.

Aid Disbursement Policy for Repeats of Passed Courses

1. Before we can disburse aid for any term, we have to count how many units you are taking that term, but we can only count units from courses that are eligible for aid.
2. To receive that term’s aid disbursements, your total aid units for that term must meet the minimum enrollment requirements for each of your financial aid awards. For example, student loans require at least 6 aid units per term.
3. Federal aid regulations only allow students to receive aid for one additional repeat attempt of a passed course.
4. If you choose to repeat a course a second time after you have already passed it, TU must ignore that course when calculating your total aid units for that term.
5. In the context of this policy “D” grades will always be treated as passing grades. Grades of D are not awarded to graduate level courses.

Example:
- A student has already passed MATH 115 with a “C” grade, but repeats it two more times.
- During the term that he repeats MATH 115 for the second time, he also takes one other 3-unit aid-eligible course.
- Because we must exclude the MATH 115 units, he only has 3 total “aid units” for that term.
- If he has any aid that requires more than 3 units, we will have to cancel those aid disbursements for that term.

**SAP Evaluation Process**

**Evaluation Cycle**
- TU evaluates SAP at least once per year in June.

**Suspension**
- If you have violated any of the cumulative SAP standards, we will suspend your eligibility to receive financial aid for all future terms at TU.
- Suspended students are not eligible to receive any federal student loans; Federal Work-Study funds; and state scholarships/grants.

**Appeal Process**
- Suspended students may appeal to request aid for additional terms.
- The Financial Aid Office will review the appeal and will e-mail the appeal decision to the student’s TU e-mail account.

**Denied Appeals**
- If your appeal is denied, you will remain permanently ineligible for financial aid at TU unless you continue to attend TU without aid and improve your overall record enough to meet all of the required cumulative SAP standards.

**Graduate Student Catalog Policy**

**References**
- Academic Policies and Procedures > Policies on Academic Progress > Academic Standing
- Academic Policies and Procedures > Graduation Requirements > Time Limitation for Completion of Degree, Certificate Requirements
- Appendix F: Student Responsibilities and Rights > Section I. Graduate Student Appeals Process for Academic Issues