



TEXAS TECH UNIVERSITY  
HEALTH SCIENCES CENTER™  
EL PASO

*Office of Student Financial Aid*

## **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. This evaluation process may be different for different schools at the TTUHSC El Paso.

### **Satisfactory Academic Progress Requirements**

#### **Qualitative Standard – GGHSON and LFFGSBS**

- Undergraduate students must maintain at least a cumulative 2.5 grade-point average (GPA).
- Graduate students in Nursing and Biomedical Sciences must maintain at least a cumulative 3.0 grade-point average (GPA).
- 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, or until they successfully appeal the suspension.

#### **Qualitative Standard – PLFSOM**

- GPA's are not assigned in PLFSOM. Progression is based on the standards and recommendations of the Grading and Promotion Committee (GPC) as outlined in the PLFSOM Student Handbook, Section II and academic policies. Students must pass each segment of the curriculum to the satisfaction of the GPC before advancing to the next segment. Student must maintain academic standings consistent with the PLFSOM graduation requirements. Students are considered to have academic standing consistent with PLFSOM's graduation requirements if they are progressing through the curriculum to the satisfaction of the GPC.
- All students who are not dismissed by the GPC in accordance with the PLFSOM educational program policy on grading, promotion, and academic standing, will be considered meeting the qualitative standard.
- If the qualitative standard is not met at the end of an academic year, the student will be placed on financial aid suspension and be ineligible for financial aid until the minimum standard has been achieved, or until they have successfully appealed the suspension.

## Satisfactory Academic Progress Policy cont.

### Qualitative Standard – WLHSDM

- GPA's are not assigned in WLHSDM. Progression is based on the standards and recommendations of the Grading and Promotion Committee (GPC) as outlined in the WLHSDM Student Handbook, Section II and academic policies. Students must pass each segment of the curriculum to the satisfaction of the GPC before advancing to the next segment. Student must maintain academic standings consistent with the WLHSDM graduation requirements. Students are considered to have academic standing consistent with WLHSDM's graduation requirements if they are progressing through the curriculum to the satisfaction of the GPC.
- All students who are not dismissed by the GPC in accordance with the WLHSDM educational program policy on grading, promotion, and academic standing, will be considered meeting the qualitative standard.
- If the qualitative standard is not met at the end of an academic year, the student will be placed on financial aid suspension and be ineligible for financial aid until the minimum standard has been achieved, or until they have successfully appealed the suspension

### Quantitative Standard (Pace) – GGHSON

- All students must successfully complete 67% of the hours attempted.
- 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.
- A student failing to meet this standard at the end of a warning period will be placed on financial aid suspension and be ineligible to receive financial aid, unless they successfully appeal the suspension

### Quantitative Standard (Pace) – LFFGSBS

- Students must successfully complete at least 67% of the hours attempted.
- 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.
- A student failing to meet this standard at the end of a warning period will be placed on financial aid suspension and be ineligible to receive financial aid, unless they successfully appeal the suspension.

## Satisfactory Academic Progress Policy cont.

### Quantitative Standard (Pace) – PLFSOM

- Complete MS1 and MS2 within three years of matriculation to PLFSOM. Complete MS3 within two years of initial enrollment in MS3 courses/clerkships. Complete MS4 within two years or by the end of the sixth academic year following their matriculation to PLFSOM, whichever is sooner.
- At the end of an academic year, students failing to meet this standard will be placed on financial aid suspension and be ineligible to receive financial aid until the minimum standard has been achieved, or they have successfully appealed the suspension.

### Quantitative Standard (Pace) – WLHSDM

- Complete D1 and D2 within three years of matriculation to WLHSDM. Complete D3 within two years of initial enrollment in D3 courses/clerkships. Complete D4 within two years or by the end of the sixth academic year following their matriculation to WLHSDM, whichever is sooner.
- At the end of an academic year, students failing to meet this standard will be placed on financial aid suspension and be ineligible to receive financial aid until the minimum standard has been achieved, or they have successfully appealed the suspension.

### Maximum Time Frame – *All students*

- Students may not attempt more than 150% of the required program hours (or years for PLFSOM/WLHSDM students) to complete their degree program.
- Exceeding 150% results in the student being placed on financial aid suspension. During this suspension period the student is ineligible to receive financial aid.
- The maximum amount of hours allowed is calculated by multiplying the number of hours required for the degree by 150%.
- PLFSOM/WLHSDM students have six years to complete the four year program (150%)
- Graduate School of Biomedical Sciences - The normal (average) PhD student completes their program with 132 hours (per the GSBS). The maximum time frame is 110%, or 145 hours

## Satisfactory Academic Progress Policy cont.

### **Evaluation of Eligibility**

In an effort to provide students with an advance warning period, SAP evaluations will be performed at the end of each term (the combined summer terms equal a single term) unless otherwise outlined.

SAP evaluations for the PLFSOM, and WLHSDM will be at the end of each academic year with no warning period, per federal regulations.

### **Grade Changes/Late Grade Entries**

Grade changes, or late grade entries, may retroactively impact a student's SAP status. A grade change triggers a review of the applicable term and all subsequent terms. This may cause the student's SAP status to change from "eligible" to "warning" or "suspension" in the current or prior term. The student could become ineligible for prior aid or current aid that has already been received.

### **Reinstatement of Financial Aid Eligibility**

When a student has been placed on financial aid suspension it is possible to regain eligibility by:

- Submitting a successful appeal after being notified of suspension, or
- Meeting all of the aforementioned qualitative, quantitative, and time frame requirements by the end of a suspension period completed without the benefit of financial aid funds.

Note: A student may not regain eligibility by "sitting out" for a period of time, taking a leave of absence, or otherwise not attending a term.

## Satisfactory Academic Progress Policy cont.

### Appeal Procedures

- It is recommended that an appeal be submitted within 30 days of a suspension notification.
- A suspension appeal must include:
  - a) a letter of explanation detailing what extenuating factor(s) caused him or her not to meet the SAP requirements, and what specific steps the student has taken to resolve the situation to allow the requirements to be met,
  - b) a verified session with their academic advisor (which is documented on the appeal form section 3), 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 their courses, or which necessitated their withdrawal from classes. Examples are serious illness, severe injury, or death of a family member.
- If the student's appeal is approved he or she will be placed on financial aid probation.
- Students are typically provided an appeal form with their suspension notification email (TTUHSCemail).
- The appeal committee may approve an appeal with or without an academic plan. Use of an academic plan will be based on the professional judgment of the appeal committee when a student has sufficiently proven that an extenuating circumstance has caused the suspension, but it will take the student more than one term to meet the SAP requirements, and/or the student will exceed the 150% timeframe.

### Appeal Committee:

Financial Aid Director

Associate Director

Registrar Staff (1)

Academic Faculty/Staff\* – selected by Dean or Associated Dean of respective school.

### Without Academic Plan:

- If the student's appeal is approved he or she will be placed on financial aid probation for one term. 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.

### With Academic Plan:

- If the student's appeal is approved he or she will be placed on financial aid probation for one term. During this probationary term the student will be eligible to receive financial aid.
- While on probation, the student's progress will be evaluated at the end of each term based on the academic plan requirements. The student will remain on financial aid probation each term as long as the conditions of the academic plan are being met.
- If a student meets all SAP requirements at the end of the academic plan, he or she will be taken off of probation and will be eligible to receive financial aid.
- If a student fails to meet all requirements of the academic plan at the end of a probationary term during the academic plan, he or she will be placed back on financial aid suspension.

### Additional Information

## **Satisfactory Academic Progress Policy** cont.

### **General Disclosures**

- The 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 El Paso.
- Summer is considered a term.
- All correspondence regarding SAP will be sent to the student's TTUHSC El Paso email account.

## Satisfactory Academic Progress Policy cont.

### Treatment of Courses and Grades

- Grades of Withdrawal (W) and Dropped (DG, DW, DX) are used in calculating the quantitative and time frame components.
- Repeated courses, grades of Withdrawal Failing (WF), and No Credit (NC) are used in all calculations pertaining to SAP and are considered unsatisfactory.
- Grades of Credit (CR), Incomplete (I), and In Progress (PR) are satisfactory.
- GPA and completion percentages (pace) will be rounded to the nearest tenth.
- A student who is on warning, probation, or suspension may have their next financial aid disbursement held until grades are posted and their new status can be determined.
- A missing grade (X) is assigned when an actual course grade has not been submitted to the Registrar. A missing grade (X) is unsatisfactory and may negatively affect a student's SAP status.

### Funding Information

Please note that the following types of funding may be affected by a student's SAP status:

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| <ul style="list-style-type: none"> <li>▪ Federal student aid (grants &amp; loans)</li> <li>▪ Institutional Scholarships</li> </ul> | <ul style="list-style-type: none"> <li>▪ State student aid (grants &amp; loans)</li> <li>▪ Tuition/Fee waivers &amp; exemptions</li> </ul> |
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For more information on tuition and fee exemptions and waivers that are affected by SAP, please contact Student Business Services at 915.215.5680 or [sbselp@ttuhsc.edu](mailto:sbselp@ttuhsc.edu).

While on financial aid suspension, a student may apply for a private/alternative student loan, as some lenders do not have a satisfactory academic progress requirement. A student may also apply for an Emergency Tuition Loan through the Financial Aid Office at [www.elpaso.ttuhsc.edu/fiscal/businessaffairs/studentbusserv/resources/shorttermloans.aspx](http://www.elpaso.ttuhsc.edu/fiscal/businessaffairs/studentbusserv/resources/shorttermloans.aspx).

### Definitions

<i>Academic Plan</i>	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.
<i>Financial Aid Suspension</i>	Status assigned to a student who fails to make SAP and has not successfully appealed.
<i>Financial Aid Probation</i>	Status assigned to a student who fails to make SAP but who has successfully appealed the school's determination that they are not meeting the school's FA SAP standards.
<i>Financial Aid Warning</i>	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.
<i>Maximum Time Frame</i>	The maximum amount of hours (years for medicine students) a student may attempt without having successfully obtained their degree. To calculate this percentage multiply the maximum amount of hours required for the program by 150%.
<i>Pace</i>	The rate students are required to complete their courses to complete their program within the maximum time frame. The percentage is calculated by dividing cumulative hours successfully completed by cumulative hours attempted.
<i>PLFSOM</i>	Paul L. Foster School of Medicine

### Satisfactory Academic Progress Policy cont.

<i>WLHSDM</i>	Woody L. Hunt School of Dental Medicine
<i>LFFGSBS</i>	L. Frederick. Frances Graduate School of Biomedical Sciences
<i>GGHSON</i>	Gayle G. Hunt School of Nursing