



**UT PERMIAN BASIN™**  
OFFICE OF FINANCIAL AID  
& SCHOLARSHIPS

# Satisfactory Academic Plan

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A guide to understanding how your  
academic progress affects your  
financial aid eligibility

Federal regulations require the UTPB Financial Aid Office to establish standards for Satisfactory Academic Progress (SAP) that measure a student's progress toward degree completion using both qualitative and quantitative methods. To continue to be eligible for financial aid, students must meet or exceed these standards each semester. **Failure to maintain these standards could result in the suspension of your financial aid.**

Satisfactory Academic Progress applies to all coursework attempted including courses for which the student did not receive financial aid. As you review these standards, please be advised that in order to maintain Satisfactory Academic Progress a student must complete 67% of all classes that an academic record is created for and must also maintain a 2.0GPA.

### Satisfactory Academic Progress Standards

	MINIMUM REQUIREMENTS
<b>Qualitative Standards</b>	<b>Undergraduate Students:</b> Maintain a cumulative grade point average (GPA) of 2.0
	<b>Graduate Students:</b> Maintain a cumulative grade point average (GPA) of 3.0
<b>Quantitative Standards</b>	Complete a minimum of 67% of your cumulative coursework attempted (see Quantitative Standard examples below)
<b>Maximum Time Frame</b>	Terms attempted may not exceed 150% of the published length of your program (see Maximum Time Frame chart on Page 3)

### Quantitative Standard: Completion Rate

HOURS TRANSFERRED	HOURS ATTEMPTED	HOURS EARNED	FINANCIAL AID SAP QUANTITATIVE	67% MINIMUM COMPLETION SAP STANDARDS MET?
	30	27	$27 \div 30 = 90\%$	Yes
30	$30+30 = 60$	$11+30 = 41$	$41 \div 60 = 68\%$	Yes
	45	29	$29 \div 45 = 64\%$	No
	24	3	$3 \div 24 = 13\%$	No
40	$24+40 = 64$	$3+40 = 43$	$43 \div 64 = 67\%$	Yes
	27	18	$18 \div 27 = 66\%$	No

<b>10</b>	<b>10+12 = 22</b>	<b>3+10 = 13</b>	<b>13 ÷ 22 = 59%</b>	<b>No</b>
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**MAXIMUM TIME FRAME FOR FINANCIAL AID PURPOSES**

<b>DEGREE PROGRAM</b>	<b>MAXIMUM HOURS ATTEMPTED (150%)</b>
<b>Undergraduate</b>	<b>120 × 150% = 180 Hours</b>
<b>Masters</b>	<b>36 × 150% = 54 Hours</b>

**Academic Plans**

Federal regulations require institutions to closely monitor students who are failing to maintain Satisfactory Academic Progress (SAP). If you previously appealed for SAP and were approved, the following semester you will need to submit an Academic Plan and a Degree plan both signed by the Academic Advisor. Please make sure both documents have are signed with wet signatures and dated.

The Academic Advisor and the student will meet to establish an academic plan for a minimum of two semesters. Students will then be evaluated each semester and will be closely monitored to ensure that they adhere to the set academic plan. Failure to adhere to your academic plan will delay aid disbursement and may result in the suspension of your eligibility for financial aid. Since your academic plan is set as a condition of your approved appeal; your financial aid will not be disbursed until the Financial Aid Office confirms that you are adhering to the academic plan.

**Change of Academic Major/Pursuit of a double Major or Minor**

Students who have a change of academic major or pursue multiple majors or minors will not have additional financial aid eligibility beyond the Maximum Time Frame.

**Post Baccalaureate and Certification Programs**

Post baccalaureate students must complete degree within the Maximum Time Frame for federal aid, based on program. Post Baccalaureate and certification programs students will not have additional financial aid eligibility beyond the federal, state and institutional maximum period or aggregate loan limits. On a case-by-case basis, an updated maximum time frame and a signed degree plan will be required for students appealing their financial aid.

Some of the Certification programs may not be eligible to receive federal aid. On a case-by-case basis, students pursuing a Certification program will have an updated maximum time frame to adhere.

### Successful Completion of Courses

To successfully complete a course you must receive a grade of A, B, C, D, or S in a course. Grades of F, X, Z, NG, W, I, and U do not count as successful completion of hours attempted.

COURSEWORK	CONSIDERED COMPLETED AND COUNT TOWARDS GPA?
<b>Remedial</b>	Remedial courses <b>do</b> count towards hours completed
<b>Transfer</b>	Hours transferred <b>do</b> count in the hours attempted and hours earned ratio. Transfer hours <b>do</b> count towards the Maximum Time Frame
<b>Drops</b>	Classes which are dropped and <b>do not</b> result in a “W” will not count towards hours attempted/hours earned. Classes dropped that <b>do</b> result in a “W” will count in the hours attempted/hours earned and will count towards the Maximum Time Frame

### Evaluation

Satisfactory Academic Progress (SAP) is evaluated at the end of each semester (fall, spring, & summer).

### Appeal Process

Any student who loses financial aid eligibility must go through a formal appeal process. Although the process may differ depending on the basis for the suspension each student must complete an Academic Recovery Plan, which must include a formal written statement signed and dated by the student. Circumstances which warrant an appeal include; death in family, injury or illness of the student or family, or other extenuating circumstance outside of the student’s control. When writing the formal statement, provide a full explanation along with detailed documentation verifying the circumstances that led to your inability to meet SAP. In this explanation you must also provide a realistic assessment of the steps you have taken to overcome these obstacles, and how they will not interfere with your progress towards graduation.

Once you have taken the appropriate steps required for your Academic Recovery Plan you must return the completed packet to the Office of Financial Aid. The packet will be reviewed for accuracy and will then be submitted to the Satisfactory Academic Progress (SAP) Review Board. The SAP review board will make a determination based on the information provided and will

inform the student via email, to the student's assigned email address within approximately three weeks of the decision.

ACADEMIC RECOVERY PLAN CHECKLIST	
<input type="checkbox"/>	Read through the Financial Aid Academic Recovery Packet
<input type="checkbox"/>	Update and submit your Degree Plan. Please make sure it is signed and dated by your advisor.
<input type="checkbox"/>	Complete the Academic Plan Form with your advisor
<input type="checkbox"/>	Return the completed Financial Aid Academic Plan Packet with additional documentation (if required) to Financial Aid Office

### Probation

Students who have an appeal process approved will be placed on probation for the following semester and their academic progress will be **monitored** to ensure they meet the conditions of their academic plan, if that was a condition of their approval. Once the Financial Aid Office determines that SAP was met for the probationary semesters then the student will be in good standing and will no longer be monitored.

### Denied Appeals

If a SAP appeal is denied the student is no longer eligible to receive financial aid until they are able to meet Satisfactory Academic Progress guidelines, which are a 67% completion rate and a 2.0GPA. A denial from the SAP committee is **Final**; there is no appeal process for this judgment. A student who has lost aid eligibility due to a SAP denial may regain eligibility for financial aid by meeting the Satisfactory Academic progress guidelines, which are a 67% completion rate and a 2.0GPA. Students who submit appeals after the allowable timeframe will also be denied. Please contact the SAP officer to determine the window of opportunity to submit an appeal by email at [SAP@utpb.edu](mailto:SAP@utpb.edu) or by phone at 432-552-2620.

