



**SAM HOUSTON STATE UNIVERSITY**  
*A Member of The Texas State University System*  
**STUDENT FINANCIAL AID**

**GRADUATE & POST-BACHELOR**  
**REASONABLE ACADEMIC PROGRESS POLICY**

Although Federal and State policy has established many objectives for student financial aid programs, one clear purpose is to fund only students who meet certain academic standards. Therefore, institutions are required by Federal Regulations to establish standards to measure the progress of students receiving federal and state financial aid by applying both qualitative (grade point average) and quantitative (percentage of courses completed) measurements to evaluate Reasonable Academic Progress (RAP). Continued compliance with the standards for RAP is measured: (1) qualitative - upon completion of each term; and (2) quantitative – at least once, at the end of each academic year (fall and spring semesters). Students who are not in compliance are not eligible for financial aid until they have made up the credit hour deficiency and/or attained a cumulative grade point average consistent with the RAP requirements indicated in sections I and II below.

The evaluation of RAP is based on the student’s records, academic history, and any documented mitigating circumstances, including all academic periods, even those in which no financial aid funds were received. The purpose of RAP is to ensure that financial aid recipients are attending primarily to receive an education and not to secure financial aid dollars only.

Please note that RAP specified for financial aid purposes in some instances may be more restrictive than the University Satisfactory Academic Progress Policy and/or academic advising department guidelines. It is the student’s responsibility to be aware of the RAP guidelines and to ensure compliance. Students experiencing academic difficulties are encouraged to seek help from the SAM Center which can effectively deal with academic problems.

The Office of Student Financial Aid will attempt to notify students of any deficiencies in a timely manner. Official communication from our office is sent to your SHSU student e-mail account. Once you’re accepted to SHSU be sure to activate your student e-mail account, and periodically check it for information from our office.

**I. QUALITATIVE – Minimum SHSU Cumulative Grade Point Average (CGPA)**

Applicants are evaluated for minimum SHSU CGPA after each semester as follows:

- Post-Bachelor Students must maintain an SHSU CGPA of 2.00
- Graduate and Doctoral Students must maintain an SHSU CGPA of 3.00

Deficiencies in CGPA must be made up at SHSU. Transfer coursework does not count towards SHSU CGPA.

**II. QUANTITATIVE – Minimum SHSU Hour Completion and Maximum Transfer/SHSU Credit Hours:**

Students must complete at least 75% of all credit hours attempted per academic year, regardless of whether or not financial aid was received. Hour completion rate is measured at the end of each Spring semester, and if applicable, eligibility re-evaluated after any grace (hours) semester. Definition for financial aid purpose of Credit Hours Attempted are enrolled hours as of census date of given semester, including hours dropped after census, incompletes, resignations, etc.

- Credit hours will be considered satisfactorily completed if a grade of A, B, C or D is earned.
- Grades of F, Q, X, I, WP, WF, IP or NC are not satisfactorily completed and affect the minimum completion of hours requirement.
- Repeat courses (taken to replace grade of D or higher) are not counted as completed hours and affect the minimum completion of hours requirement.

How to calculate the Required Number of Completed Hours for an Academic Year: Add your fall and spring enrolled hours (EH); multiply total EH by 75% to arrive at the Required Completed Hours (RCH). [EH\*75%=RCH] Round up or down depending on number after decimal point (ie. round up if .50 or above and round down if below .50).

Completion Rate Chart

EH	RCH	EH	RCH	EH	RCH	EH	RCH	EH	RCH
1	1	8	6	14-15	11	21	16	28	21
2-3	2	9	7	16	12	22-23	17	29	22
4	3	10-11	8	17	13	24	18	30-31	23
5	4	12	9	18-19	14	25	19	32	24
6-7	5	13	10	20	15	26-27	20	ETC	ETC

**Maximum or Excessive Transfer/SHSU credit hours and Long Semesters attended** - are measured at the end of each Fall and Spring semester. If applicable, also at the end of Summer sessions.

Post-Bachelor Students will be required to submit acceptable eligible program documentation from their Academic Advisor for approval consideration. If approved, students will be awarded as a 5<sup>th</sup> year undergraduates for only the approved courses listed on their academic plan on file in the aid office.

1. Preparatory Coursework – must complete required preparatory course work (needed before being allowed to enroll in a degree or certificate program) within 12 consecutive months beginning on the first day of the enrollment period during which time the student receives financial aid.
2. Teacher's Certification – must complete required courses for the certification or recertification (state they will be teaching in) requirements within two (2) academic years of full-time study. Courses not covered include: (a) optional courses taken for professional recognition or advancement; (b) courses recommended by the school which are not required for certification or re-certification; (c) courses repeated in order to replace poor academic performance during a previous semester.
3. Second Bachelor Degree – must complete degree within two (2) academic years of full-time study.

Master's Degree must be completed within three (3) academic years of full-time study (including any post-graduate work).

2nd Master's Degree will be considered for financial assistance if initial three (3) academic years of full-time study has not been exhausted.

Doctoral Degree will be handled on an individual basis. Generally, the Doctoral Degree should be completed within 4 ½ academic years of full-time study. Programs requiring more than 60 hours or IP courses will be evaluated on an individual basis

Resignations, repeats and grades of F,Q,X,I,WP,WF,IP or NC are considered in the attempted credit hours when determining RAP progress and will affect the Maximum or Excessive Transfer/SHSU credit hours and Long Semesters attended.

### **III. Ineligible Students:**

Students who are admitted to SHSU as Non-Degree Seeking, Transient, Summer Preparatory, Career Interest, Audit Courses, Continuing Education Coursework, or Self Improvement Coursework Students are not eligible for financial assistance. Students enrolled in only developmental courses are not eligible for financial aid.

### **IV. Regaining Eligibility:**

Summer School: Students who fail to maintain RAP are strongly encouraged to attend summer sessions to make up any deficiencies.

Students who fail to maintain RAP due to a mitigating circumstance (e.g., medical reasons, death in the family, etc.) may submit a written appeal with supportive documentation after they have received official notification of denial. The Petition for Reinstatement is available on the SHSU Financial Aid website ([www.shsu.edu/fao](http://www.shsu.edu/fao)). The Student Financial Aid Office RAP Committee will rule on the appeal. Any student submitting an appeal will receive a written response within ten (10) working days of the documentation arrival. If a further appeal is desired, the student may request an Appeals Hearing with additional documentation to support the appeal within ten (10) working days of the most recent denial. Any student who has been denied financial aid due to lack of RAP must be prepared to pay registration costs regardless of any pending appeal status. The Office of Student Financial Aid will not recommend any extension of payment deadlines for these students.

Deadline to submit appeal: 30 days after receiving official RAP Denial Notification (sent to your SHSU email account)

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RETURN OF TITLE IV UNEARNED AID (ALL F's): Due to recent guidance from the U.S. Department of Education, institutions are required to complete a refund calculation for financial aid recipients who fail to earn a passing grade in all of their classes for the semester. These students are considered by the Federal Government to have "unofficially withdrawn" from the University. The refund calculation determines how much of the federal financial aid a student received for the semester was actually "earned" and how much must be "repaid" by the student to the appropriate financial aid program. The amount is based on the student's last documented date of attendance.