

**The University of Texas MD Anderson School of Health Professions  
Office of Student Financial Services**

### **Satisfactory Academic Progress**

To be eligible for federal financial assistance, a student must be in good standing and making satisfactory academic progress toward their degree objective per Federal Regulations 34 CFR 668.16(e), 668.32(f), and 668.34. Each financial aid applicant's academic progress will be officially verified at the end of each academic year once all grades have been posted using a qualitative and quantitative measure. **Qualitative standard** is the grade point average (GPA) that a student must have at each evaluation. **Quantitative standard** is the pace at which students must progress through their program to ensure that they will graduate within the maximum timeframe. This is calculated by dividing the total number of hours the student has successfully completed by the total number of hours the student has attempted.

A student who is not meeting Satisfactory Academic Progress (SAP) is not eligible for financial aid and will be notified of this status by email or letter only if and when a valid ISIR has been received for the academic year. The letter will include instructions on the financial aid appeal process. A student may either appeal this decision or may re-establish their eligibility over time as explained in this policy.

#### **Transfer Students**

Academic progress will not be verified on entering students until the annual SAP evaluation.

### **Enrollment**

Students must be enrolled at least half-time in a *degree-seeking program* that is accredited by an approved accrediting agency to be eligible for federal, institutional, and state financial aid. Enrollment hours are reviewed at the time of disbursement.

#### **Undergraduate Students**

<b>Financial Aid Standards for Enrollment</b>			
<b>Credit Hours</b>			
Status	Undergraduate Fall Term	Undergraduate Spring Term	Undergraduate Summer Term
Hours for Full-Time Assistance/Term	12	12	12*
Hours for 3/4-Time Assistance/Term	9	9	9*
Hours for Half-Time Assistance/Term	6	6	6*

## Graduate Students

Financial Aid Standards for Enrollment			
Credit Hours			
Status	Graduate Fall Term	Graduate Spring Term	Graduate Summer Term
Hours for Full-Time Assistance/Term	9	9	6*
Hours for 3/4-Time Assistance/Term	7	7	5*
Hours for Half-Time Assistance/Term	5	5	3*

\*Must be enrolled May – August

### Qualitative Standard (GPA)

Students receiving financial aid are required to make satisfactory progress toward their degree objectives. The specific definition of satisfactory progress varies from one curriculum to another.

**Undergraduate:** SAP will be reviewed annually after the end of each summer term and after all grades have been posted. SAP for entering students will not be reviewed until after completion of at least one semester.

- A student must maintain a cumulative GPA of 2.0 or greater at the end of each academic year. Those below the standard cumulative GPA will not be eligible for financial aid.

**Graduate:** SAP will be reviewed annually after the end of each summer term and after all grades have been posted. SAP for entering students will not be reviewed until after completion of at least one semester.

- A graduate student must maintain a cumulative GPA of 3.0 or greater at the end of each academic year. Those below the standard cumulative GPA will not be eligible for financial aid.

### Quantitative Standard (Pace of Progression)

A student will be permitted a time limit of eligibility for financial aid accordingly:

#### Undergraduate Programs

Program	Standard Time Frame* (Credit Hours)	Maximum Timeframe (Maximum Credit Hours)
Clinical Laboratory Science	138	207
Cytogenetic Technology	136	204
Cytotechnology	135	202
Diagnostic Imaging	148	222
Histotechnology	129	193
Medical Dosimetry	147	220
Molecular Genetic Tech	137	205
Radiation Therapy	151	226

\*Includes transfer credit

## Graduate Program

Graduate credits will begin at 0. Any transfer credit applied towards the graduate program will be included in the attempted hours.

Program	Standard Time Frame (Credit Hours)	Maximum Timeframe (Maximum Credit Hours)
MS Diagnostic Genetics	46	69

A student must complete at least sixty-seven percent (67%) of the total credit hours enrolled to achieve the maximum timeframe to graduate. For example:

- **Undergraduate:** It takes 138 credit hours to graduate with undergraduate degree. For an undergraduate program measured in credit hours, a period no longer than 150 percent of the published length of the program is required. The maximum timeframe for students in undergraduate program is 207 attempted hours ( $138 \times 150\% = 207$ ;  $138/207 = 67\%$ ).
- **Graduate:** It takes 46 credit hours to graduate with an MS degree. For a graduate program measured in credit hours, a period no longer than 150 percent of the published length of the program is required. The maximum timeframe for students in the graduate program is 69 attempted hours ( $46 \times 150\% = 69$ ;  $46/69 = 67\%$ ).

### Transfer Credits

Transfer credit hours accepted for the student's academic program or degree will be counted when measuring the maximum time frame to complete the degree or program and therefore count toward the maximum number of hours attempted for financial aid eligibility.

### Audit Courses

Audit courses do not earn academic credit; therefore they are not counted in the calculation of attempted hours. Students auditing classes are ineligible to receive financial assistance for those audit classes.

### Incompletes

A grade of "I" (Incomplete) accepted for the student's academic program or degree are counted when measuring the maximum time frame to complete the degree or program and therefore counted toward the maximum number of hours attempted for financial aid eligibility. A grade of "I" (Incomplete) will not impact eligibility for financial aid if a passing grade for that course is earned and replaced on the transcript records during the following semester or the very next semester the course is offered.

### Failing Grades

All failing grades will affect the SAP calculation. Failing grades will be counted as attempted hours.

### Withdrawals

All course withdrawals will be counted when measuring the maximum time frame to complete the degree or program and therefore counted toward the maximum number of hours attempted for financial aid eligibility.

### **Repeated Coursework**

A student may receive federal financial assistance for retaking coursework that he or she has previously passed in a term based program. This policy applies only for financial aid eligibility.

- Repeated coursework that MAY count towards enrollment
  - Repeated coursework may be included towards enrollment if a student receives an unsatisfactory or failing grade. Students may repeat a failed course until it is passed.
  - Repeated coursework may be included towards enrollment if a student is required to meet academic standards in a course that was previously passed. For Example: If a student earns a grade of “D” in a course that requires a minimum grade of “C” for the degree plan, then the course may be counted towards enrollment. This is limited to one repetition of a passed course.
- Repeated coursework that MAY NOT count towards enrollment
  - Repeated coursework may not count towards enrollment if the student takes the passed course more than once. For Example: If a student earns a grade of “D” in a course and repeats the course to increase his GPA, then he is allowed to repeat the course only once. If the student repeats the course a second time, then the course would not be counted towards the student’s enrollment for that term.

All repeated coursework will affect the SAP calculation. Repeated coursework will be counted as attempted hours.

### **SAP Appeal Process**

Any student denied state, institutional, and/or federal Title IV financial aid who can prove special circumstances (i.e. illness, injury, family emergency, etc.) pertaining to his/her case may appeal the decision denying aid. Students who wish to appeal their student financial aid eligibility must submit the following documents:

- Appeal letter
  1. A signed detailed letter explaining why the student failed to meet SAP.
  2. What has changed that will allow the student to meet SAP at the next evaluation period?
- A student may provide additional documentation supporting the appeal (i.e., medical documentation, death notice of family member, etc.) The lack of supporting documentation *may* result in an appeal denial.
- An academic plan outlining the steps to be taken to achieve SAP requirements will be necessary only if requested by the Financial Aid office. The Academic Plan/Degree Plan must be signed by the Student’s Academic Advisor or Dean.

Appeals submitted after the 10<sup>th</sup> business day of the notification/determination date will not be evaluated or effective until the next term. Submitting an appeal does not guarantee the reinstatement of financial aid eligibility.

## **SAP Appeal Decisions**

Appeals will be reviewed by an Office of Student Financial Services administrator within 14 business days from the date the appeal and documentation was submitted. Students will be notified in writing (email or letter) of the appeal decision once the review is complete.

- Appeal Approved – Financial Aid Probation
  - If the appeal is approved and it is determined that the student has the ability to meet SAP requirements at the end of the semester, the student will be placed on financial aid probation for that semester.
  - After the financial aid probation period, the student must be making SAP in order to maintain financial aid eligibility.
- Appeal Approved – Revised Academic Plan
  - Students who require more than one semester to regain SAP, will be required to submit and follow a revised academic plan.
  - If the student was required to submit and follow a revised academic plan, then the student must be successfully following the academic plan which will be reviewed each semester.
  - If the student does not successfully follow the revised academic plan, then the student will lose financial aid eligibility and they will be notified of this status by email or letter.
- Appeal Denied
  - If the appeal is denied, the student loses eligibility for state, institutional, and federal student financial aid until they re-establish minimum SAP requirements.

### **Re-establishing Title IV Financial Aid Eligibility**

A student seeking to re-establish eligibility for financial assistance may do so by:

- Achieving the required standards over time.
- Successfully appealing the financial aid decision.

It is the student's responsibility to present evidence to the Office of Student Financial Services at the time he or she has met minimum requirements for reinstatement of student financial aid.