



SCHOLARSHIPS & FINANCIAL AID LAMAR UNIVERSITY

Satisfactory Academic Progress (SAP)

The Office of Scholarships & Financial Aid (OSFA) must monitor the academic progress of each student receiving financial aid in order to meet federal and state guidelines governing the administration of student financial assistance. If you fall behind in your coursework or fail to achieve minimum standards for grade point average and completion of classes, you may lose eligibility for all types of federal, state, and university aid administered by OSFA. This evaluation takes place after the spring term has concluded. You will be notified through your LU email if you are not meeting SAP.

Eligibility for Financial Aid

To maintain eligibility for financial aid, you must meet the following minimum SAP standards at the time of evaluation:

Degree Program	Minimum Grade Point Average (GPA)	Pace/Completion Rate	Maximum Time Frame
Undergraduate	2.0	67%	150% of Degree Program
Second or Subsequent Bachelor's degree	2.0	67%	150% of Degree Program
Graduate/Doctoral/Graduate Certificate Program	3.0	67%	150% of Degree Program
Second or Subsequent Graduate Degree	3.0	67%	150% of Degree Program

Failure to maintain these standards for all terms enrolled, not just those terms that aid was received, may result in the suspension of your financial aid and the loss of your financial aid eligibility.

If you are returning as a post baccalaureate student, the GPA and cumulative hours from your first degree will be evaluated in addition to the current degree to determine if you are meeting the standards for SAP.

1. GPA: Minimum Cumulative Grade Point Average

The cumulative GPA at LU will be evaluated in determining if a student is meeting the GPA standards.

2. Pace/Completion Rate

All LU credit hours, transfer hours recorded by LU, remedial, repeat, audit, and hours removed by academic fresh start will be evaluated to determine if you are meeting the required 67% completion rate component for SAP. Your pace is calculated by dividing the cumulative number of hours you have successfully completed by the cumulative number of hours you have attempted.

- Successfully completed hours include grades of A, B, C, D, or satisfactory

- Successfully completed hours **DO NOT** include grades of F, I, W, U, Q, QL, NG, or AU

Example 1: John has attempted 36 credit hours at the time of the SAP review. He has ‘successfully completed’ 30 credit hours (83% of the hours attempted). He is meeting the Pace standard for SAP.

Example 2: Sarah has attempted 108 credit hours at the time of the SAP review. She has ‘successfully completed’ 69 credit hours (64% of the hours attempted). She is NOT meeting the Pace standard for SAP.

3. Maximum Time Frame for Degree Completion

Undergraduate and Graduate/Professional students are eligible to receive financial assistance for a limited period of time while pursuing a degree. The number of credit hours a student attempts cannot exceed 150% of the credit hours required for completion in the chosen program of study, as published in the University catalog. Credit hours are cumulative; thus, students working towards obtaining more than one degree in the same category (e.g., two bachelor’s degrees) may exceed the maximum allowed hours. Additional degrees are NOT evaluated independently. Transfer credit hours posted to the official transcript record, remedial, repeat, and all courses removed through the Academic Fresh Start process will be counted as attempted credit hours, whether or not they are applicable to your current degree.

Per guidelines from the U.S. Department of Education, a student becomes ineligible for financial aid when it becomes apparent that they are unable to finish their program within the 150% timeframe.

Financial Aid Suspension

You will be placed on financial aid suspension, resulting in the loss of your financial aid, if either of the following situations occurs:

1. You fail to meet the 2.0 UG GPA/ 3.0 GPA standards at the SAP evaluation period.
2. You fail to meet the 67% Pace/Completion Rate standards at the SAP evaluation period.
3. You near the Maximum Time Frame (150%) allowed for your educational program.

You will be notified by email if your financial aid has been suspended. Also, your academic progress will be updated in your self-service banner account to one of the following codes.

Financial Aid Suspension codes consist of:

S_GPA (Student not meeting GPA standard for financial aid)

S_COMP (Student not meeting Pace/Completion Rate standard for financial aid)

S_MULTI (Student not meeting GPA or Pace/Completion Rate standards for financial aid)

S_MAX (Student is close to or has exceeded 150% of the degree plan)

Appeal Process

If one of the following extenuating circumstances have prevented you from meeting the financial aid SAP standards, you may be eligible to appeal the suspension of your financial aid.

1. Injury or illness to you (the student)
2. Death of an immediate relative
3. Other Extenuating Circumstances (beyond the control of the student)
4. Returning for a subsequent degree

If none of the above-mentioned items have prevented you from meeting SAP, you are ineligible to appeal your financial aid suspension. Your financial aid will remain suspended until you meet Lamar University's Financial Aid SAP Standards (please reference the chart on page 1). You may email financialaid@lamar.edu from your LU student email account once these standards have been met.

A complete appeal consists of the following:

1. The SAP Appeal Worksheet (found on your self-service banner)
2. A typed statement detailing the circumstances that prevented you from meeting the required SAP standards including:
 - What specifically happened that prevented you from meeting the required SAP standard?
 - What has changed that will allow you to make satisfactory progress at your next evaluation?
3. Documentation or evidence of your extenuating circumstances (i.e.: letter from physician, counselor, therapist, academic advisor, hospital documentation, etc.)
4. Outline an action plan to improve your academic performance including details of how you plan to earn the credits/grades necessary to make SAP. Attach documentation (i.e.: schedule of classes, tutoring/study plan, and/or work, change of major, letter from academic advisor/faculty members, etc.)

SAP Appeal Priority Deadlines:

- Fall – August 1st
- Spring – January 5th
- Summer- May 25th

SAP Appeal Final Deadlines:

- Fall – November 20th
- Spring – April 20th
- Summer – July 20th

Appeals completed by the priority deadline may take 7-10 business days for review, any appeal received after the priority deadline may take up to three weeks for review.

Please note that submission of an appeal does not guarantee an approval. Do not miss class while waiting on a decision.

The Appeal Decision

Appeals that are incomplete or are illegible will not be reviewed. You will be notified through your LU email if we are unable to review your appeal. Once reviewed, all appeal decisions will be sent to your LU email account. Also, your academic progress will be updated in your self-service banner account to one of the codes listed below to reflect the appeal decision.

Approved Appeal Codes consists of:

PUGPA or PGGPA (Student is under probation and must meet the Academic Plan for GPA deficiency, listed below.)

PUCOMP or PGCOMP (Student is under probation and must meet the Academic Plan for Pace/Completion Rate deficiency, listed below.)

PU150 (Student is under probation and must meet the Academic Plan for Maximum Time Frame, listed below.)

Denied Appeal Codes consists of:

D_ALL

D_MAX

If your appeal is **DENIED**, any aid already awarded for the applicable term will be cancelled. If denied, you may request to have your appeal reviewed by the Financial Aid Appeal Committee (the committee's decision is final). Please read further down to see how you may reestablish eligibility for financial aid if your appeal is denied.

If your appeal is **APPROVED** you will be placed under probation and financial aid will be reinstated for one semester. While on probation you will be assigned one of the academic plans listed above to aid you in meeting the minimum SAP standards. At the end of the probationary period (one semester), you must either;

A. Meet overall SAP standards, or

B. Meet the requirements of your assigned academic plan

- a. **Academic Plan for GPA deficiency (GPA below the required minimum)**
 1. Earn a passing grade in all hours enrolled
 2. Earn a minimum GPA of 2.25 (undergraduate) or 3.25 (graduate/doctoral) for the term
 3. Do not drop or withdraw from any courses enrolled after the drop/add period
- b. **Academic Plan for Pace deficiency (Cumulative SAP is below the required 67%)**
 1. Earn a passing grade in all hours enrolled
 2. Earn a minimum GPA of 2.0 (undergraduate) or 3.0 (graduate/doctoral) for the term
 3. Do not drop or withdraw from any courses enrolled after the drop/add period
- c. **Academic Plan for Maximum Time Frame**
 1. Earn a grade of A,B,C, or S in all hours enrolled
 2. Earn a minimum GPA of 2.25 (undergraduate) or 3.25 (graduate/doctoral) for the term
 3. Do not drop or withdraw from any courses enrolled
 4. Take only courses that are in your degree plan

If you meet the conditions listed in item B, but are still not meeting overall SAP standards, you will remain on probation for the subsequent term and must continue to follow the academic plan assigned to you.

Failure to meet conditions of item A, B or C listed above will result in the denial of your financial aid. Subsequent appeals of the same nature will not be allowed. Your financial aid will remain denied until you re-establish eligibility for financial aid (see below).

Re-Establishing Eligibility if Your Appeal is Denied

If your financial aid has been denied due to GPA or Pace deficiency, it is still possible to re-establish your financial aid eligibility for future terms. To re-establish eligibility, you must:

- A. Enroll in courses at your own expense in a subsequent term(s) until all standards for Satisfactory Academic Progress are met.

-OR-

- B. Meet the following conditions over a subsequent term at LU without the assistance of financial aid.
 1. Complete a minimum of 6 hours of academic enrollment required for your degree. If more than 6 hours are taken, all credit hours must be completed with a passing grade.

2. Earn a term GPA of 2.25 or better for undergraduates or 3.25 for graduates

Once you meet the conditions in item A or B listed above, notify OSFA by emailing financialaid@lamar.edu from your student email account. If it is determined that you are meeting overall SAP standards, your status will be changed to good and you will regain eligibility for financial aid. If you are still not meeting overall SAP standards but have met the conditions listed in item B above, you will be eligible to re-appeal. If your appeal is approved, you will be placed back on an academic plan (reference the section titled, “The Appeal Decision”).

If your financial aid has been denied due to not meeting the Maximum Time-Frame requirement, you will remain ineligible to receive financial aid at Lamar University until a degree has been obtained and you return under a different student class,(e.g., You earn your bachelor’s degree and return as a graduate student).

Other Options to Help Pay for School

If your SAP appeal is denied, or if you are not eligible to appeal the suspension of your financial aid, you will be responsible for all costs associated with your enrollment. OSFA will certify a private educational loan if you secure and are approved by a private lender. You may contact our office for more information.