

Southwestern University

Tuition Equalization Grant (TEG) Satisfactory Academic Progress Policy

Per Texas Higher Education Coordinating Board (THECB) regulations, students awarded their first TEG after 9/1/05 are subject to minimum cumulative grade point average (GPA), minimum credit hour and minimum percentage of completed coursework requirements. Students must have a cumulative 2.5 GPA, complete 24 hours, and complete 75% of their attempted coursework, each academic year, to meet the satisfactory academic progress (SAP) requirements for TEG. In addition, students can only be granted an award for up to five (5) years from the first semester awarded. SAP for continued eligibility in the TEG program will be assessed upon completion of the spring semester. Please note that the TEG SAP requirements are in addition to the federal, state, and institutional SAP requirements to maintain overall financial aid eligibility.

If a student fails to meet the SAP terms, then TEG will NOT be awarded in the next academic year. Students will be notified in writing of their loss of eligibility. Students who lose eligibility for the upcoming academic year will be reviewed upon completion of the year in which they did not receive funds to see if eligibility will be reinstated for the following year. Eligibility will be dependent upon successful completion of 24 hours in the previous year, a cumulative 2.5 GPA, and completion of 75% of attempted coursework.

Hardship policy:

Written appeals will be considered to determine if the student may receive TEG under a "hardship condition." Appeals must be submitted in writing to the Financial Aid Office by the established deadline in accordance with the SAP policy. The SAP appeals committee will review submitted documentation. Students will be notified in writing of the appeals committee's decision.

Hardship conditions are assessed individually and can include, but are not limited to, the following circumstances: the level of preparation entering first-year students have at SU; the difficult adjustment period first-year students face; the difference between the minimum year-end freshman GPA required by SU to be "in good standing" to continue matriculation for the second year and the 2.5 GPA requirement; ill health; family responsibilities; traumatic experiences. Such circumstances can be considered at this point and later in a student's career at SU. Students must submit a written letter of appeal to request consideration of reinstatement of TEG due to hardship conditions.

TEG may be awarded under hardship conditions for first-year students who earn a minimum of 24 hours, at least a 2.0 overall GPA, and complete 80% of attempted coursework, consistent with the SU first-year SAP requirements. If the student fails to achieve the 2.5 overall GPA by completion of the second year, then TEG will not be awarded in the subsequent year. The student will be notified of loss of TEG eligibility. If the student loses TEG eligibility he or she may be reassessed in the next year as part of the SAP review process. Eligibility will be dependent upon successful completion of 24 hours in the previous year, a cumulative 2.5 GPA, and completion of 75% of attempted coursework.

If loss of eligibility is due to not meeting the 24 credit hour or 75% attempted coursework requirements, successful completion of additional summer coursework may be considered for reinstatement through the appeals process. The student will need to submit a letter of appeal to the Financial Aid Office indicating that they will be taking summer coursework. Upon completion of the coursework, student will need to submit additional documentation (i.e. a transcript) to indicate the successful completion of the coursework. Coursework may be taken at SU or elsewhere (in accordance with SU policy as established by the Registrar's Office and the Office of the Dean of the Faculty).

If loss of eligibility is due to not meeting the cumulative 2.5 GPA requirement, summer coursework taken at SU may be considered for reinstatement through the appeals process. To be considered for reinstatement, the student will need to submit a letter of appeal to the Financial Aid Office indicating that they will be taking summer coursework. Upon completion of the coursework, the student will need to submit additional

documentation (i.e. a transcript) to indicate successful completion of the coursework. Coursework must be taken at SU (in accordance with SU policy as established by the Registrar's Office and the Office of the Dean of the Faculty).

CR/NC Grades: Grades of CR and NC will not have an impact on a student's grade point average, and therefore will not affect that aspect of a student's SAP status. When determining a student's completion rate, a course with a grade of CR will be considered to be successfully completed and the associated credits will be included in the numerator and denominator of the completion rate calculation. A course with a grade of NC will not be considered successfully completed, and the associated credits will be only be included in the denominator of the completion rate calculation. When determining the maximum number of credits attempted, credits associated with a CR or an NC grade will be included as attempted credits.

Part-time attendance: TEG program rules require that recipients enroll at least $\frac{3}{4}$ time, which at Southwestern means that a TEG recipient must enroll in at least nine hours in each semester of receiving a TEG. Exceptions to this rule are made for students who are approved for part-time attendance due to medical reasons. This circumstance is considered a hardship condition, and a student must receive approval from the Center for Academic Success, and the Registrar's Office to be part-time.

All appeals must be in writing and submitted to the Financial Aid Office prior to the deadline indicated in the written notice of loss of eligibility.

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