

Exemption Eligibility Appeals Process

Exemption Requirements vs Satisfactory Academic Progress (SAP)

Effective Fall Semester 2014, Senate Bill 1210 (83rd Texas Legislature, Regular Session) added the requirement that students must demonstrate Satisfactory Academic Progress (SAP) to continue to be eligible to receive Exemptions. This is not to be confused with SAP requirements related to Financial Aid. The Bill also establishes a limit to the number of cumulative credit hours that a student may take and continue to receive awards through an Exemption program.

Students must maintain a cumulative GPA of 2.0 or better to satisfy these SAP requirements and remain eligible to participate in Exemption programs. Students also cannot “excessively exceed” hours required to earn a degree. This is defined as the student’s attempted hours cannot exceed 150% of hours required by the chosen degree plan.

Students who fail to maintain GPA requirements due to demonstrated hardship cases may submit a written appeal with supporting documentation after they have been notified of denial of Exemption benefits. “Demonstrated hardship” reasons will include medical reasons or death in the family. Not enrolling for a term or semester is not a hardship and will not be grounds for appeal. Successful appeals must show that a hardship contributed to not meeting GPA requirements. Generally, if the student’s cumulative GPA not including the term of the hardship is greater than 2.0, the student may be able to show that the hardship contributed to not meeting SAP. If the student’s cumulative GPA not including the term of the hardship is less than 2.0, it will be extremely difficult to demonstrate that any hardship contributed to not meeting the requirements.

Students wishing to appeal SAP requirements must submit the following:

- Detailed explanation (in writing) of the hardship.
- Any and all supporting documents associated with the appeal (i.e. medical documentation, death notice of family member, etc.).
- Letter from the Campus Dean delineating student’s academic standing and confirming that the student can meet the minimum SAP requirements if appeal is granted.
- A signed Exemption Eligibility SAP Appeal Certification Form
- Turn in the completed Appeals packet to the Business Office in Building 119.

Submitting an appeal does not guarantee approval or that the student will regain the Exemption. Appeals will be evaluated and reviewed by an Exemption Eligibility Appeals Committee as soon as possible. Any student who has been denied the use of an Exemption due to deficient SAP must be prepared to pay registration costs regardless of any pending appeal status. If approved, the appeal will be valid for one semester only and cannot be renewed.

There is no appeal process for students who have exceeded the allowed number of hours. Once the number of allowed hours has been reached students are no longer eligible for exemption programs.

EXEMPTION ELIGIBILITY SAP APPEAL CERTIFICATION FORM

Date _____ Student ID #: _____
Student's Name _____
Student Telephone _____
Term _____ Exemption _____

Satisfactory Academic Progress

Senate Bill 1210 (83rd Texas Legislature, Regular Session) added a Grade Point Average requirement for persons to continue to receive awards from most of the State of Texas Exemptions programs. Students must maintain a cumulative GPA of 2.0 to satisfy this Satisfactory Academic Progress (SAP) requirement and remain eligible for Exemption programs. If a student's GPA falls below 2.0, the student will not be allowed to receive awards under the Exemption programs until such time as the student's GPA is 2.0 or higher.

Student Acknowledgements

- If my appeal is DENIED – by signing below I understand that decisions are processed on a case-by-case basis and the committee may deny my appeal. I also understand that the decision of the appeal committee is final.
- If my appeal is DENIED – by signing below I understand that I will be responsible for payments toward my student bill until such time as I meet the satisfactory academic progress standards.
- If my appeal is APPROVED – by signing below I recognize that I am expected to make academic progress as detailed in this appeal within the term for which the appeal has been approved. I understand that this appeal will be effective for one term only and that once an appeal is granted, I may not receive another.
- If my appeal is APPROVED – by signing below I understand that if I do not meet these requirements I will be ineligible to receive my exemption and will be responsible for payments toward my student bill until such time as I meet the satisfactory academic progress standards.

Student Signature

Date