**Academic Progress for Students UPPS No. 07.07.07**

**Seeking to Continue State Waiver Issue No. 3**

**and Exemption Awards Effective Date: 04/01/2022**

**Next Review Date: 02/01/2026 (E4Y)**

**Sr. Reviewer: Treasurer**

**POLICY STATEMENT**

*Texas State University is committed to assisting students in maintaining state waivers and exemption awards.*

**01. SCOPE**

01.01 This policy defines academic progress for waivers and exemptions (APWE) for all students in determining eligibility for the continuation of state exemption and waiver programs. This policy applies to all students who receive awards under these programs. It does not apply to waivers that allow nonresidents to pay the resident rate.

01.02 This policy is authorized by [Texas Education Code, Section 54.2001](http://www.statutes.legis.state.tx.us/Docs/ED/htm/ED.54.htm), to be effective for exemptions or waivers from all or part of the payment of tuition and fees beginning with the fall 2014 semester.

**02. ACADEMIC PROGRESS GUIDELINES**

02.01 The [Texas Education Code, Section 54.2001](http://www.statutes.legis.state.tx.us/Docs/ED/htm/ED.54.htm) requires each graduate or undergraduate student to be making satisfactory academic progress each term to be eligible to continue receiving state exemption and waiver programs. APWE is defined in both quantitative and qualitative measures.

02.02 The qualitative measure requires each student to maintain a satisfactory grade point average (GPA) consistent with the requirement to obtain a degree or eligible certification at the university (see [UPPS No. 07.07.01](http://policies.txstate.edu/university-policies/07-07-01.html), Satisfactory Academic Progress for Undergraduate Students on Financial Aid, and [UPPS No. 07.07.02](http://policies.txstate.edu/university-policies/07-07-02.html), Satisfactory Academic Progress for Graduate and Post-Baccalaureate Teacher Certificate Seeking Students on Financial Aid for more information). The satisfactory GPAs are listed below:

Undergraduate (First Baccalaureate) 2.0

Undergraduate (Second Baccalaureate) 2.0

Post-Baccalaureate Teacher Certification Seeking 3.0

Master’s 3.0

Doctoral 3.0

02.03 The quantitative measure relates to the excessive hours limit. A student will be ineligible for any waivers and exemptions if, as of the beginning of the semester or term, they are considered to be excessive in accordance with [Texas Education Code 54.014](https://statutes.capitol.texas.gov/Docs/ED/htm/ED.54.htm).

For resident undergraduates and nonresident undergraduates permitted to pay resident tuition, excessive hours are defined as:

|  |  |  |
| --- | --- | --- |
| Initial semester and subsequent terms enrolled: | If # hours attempted in excess of required degree program: | Excess Hours: |
| Fall 1999-2005 | >45 hours | Yes |
| Fall 2006 to present | >30 hours | Yes |

Effective fall 2009, hours earned before graduating high school and used to satisfy high school graduation requirements are not included in the excessive hours calculation.

Excessive Hours Exception – The policy that exempts a student from paying the excessive hour tuition rate due to economic hardship is independent of this policy and will have no impact on the eligibility for a waiver or exemption.

02.04 If a student fails to meet any requirement identified in Sections 02.02 or 02.03 at the completion of any semester or term, the student may not receive the exemption or waiver for the next semester or term in which the student enrolls.

02.05 A student may become eligible to receive an exemption or waiver in a subsequent semester or term if the person:

1. completes a semester or term during which the person is not eligible for an exemption or waiver; and
2. meets each requirement of Section 02.02 and has not exceeded the excess hours in Section 02.03.

**03. NOTIFICATION PROCEDURES**

03.01 The definition of APWE will be published in official university electronic publications and will be communicated to all exemption and waiver applicants by Student Business Services (SBS) or the Office of the University Registrar.

03.02 The student will be notified by letter or email if they are no longer eligible to receive the exemption or waiver within 10 working days after the semester ends and grades are posted on the student’s academic transcript.

**04. APPEALS PROCEDURES**

04.01 If the student becomes ineligible for an exemption or waiver for not meeting the APWE standards, the student may file an appeal in any semester or term if mitigating circumstances may be shown. Mitigating circumstances may include:

1. a showing of a severe illness or other debilitating condition that could affect the student’s academic performance;
2. an indication that the student is responsible for the care of a sick or injured person and that the student’s provision of care could affect the student’s academic performance;
3. the student’s active duty or other service in the United States Armed Forces or the student’s active duty in the Texas National Guard; or
4. any other cause considered acceptable by the university.

04.02 Students have 15 working days from notification (verbal or in writing) to submit an appeal. If the university denies the appeal at any level (with the exception of an Appeal 3 which is the highest level), students may submit a written notice of appeal to the next level within 10 working days after notification.

04.03 An appeal must include the following:

1. student’s name, Texas State ID number, and email address;
2. semester requesting appeal;
3. request for exemption or waiver appeal to be reinstated;
4. a written description that addresses why the student has failed to meet APWE;
5. documentation to support any claims; and
6. student’s signature.

NOTE: Appeals submitted without documentation will be denied.

04.04 The appeal reviewer will evaluate the circumstances. Any student who wishes to appeal the loss of their exemption or waiver due to not meeting APWE (as outlined above) must do so through the appeals process in Section 04.05.

04.05 Under normal circumstances, an appeal to waive the conditions stated above must be made in the following order:

a. to the supervisor of SBS or the supervisor of Veterans Affairs Office (Appeal 1);

b. to the associate director of SBS or associate university registrar in the Office of the University Registrar (Appeal 2); and

c. to the Exemption and Waiver Appeals Committee (Appeal 3 which is the final appeal level). The director of SBS will chair this committee, comprised of a representative from the University Registrar’s Office, Office of Disability Services, Veterans Advisory Council, a student from the Student Government, an academic advisor, and a faculty member appointed by the Faculty Senate.

**05. REVIEWERS OF THIS UPPS**

05.01 Reviewers of this UPPS include the following:

Position Date

Treasurer February 1 E4Y

Director, Student Business Services February 1 E4Y

University Registrar February 1 E4Y

Associate Vice President for February 1 E4Y

Enrollment Management

and Marketing

**06. CERTIFICATION STATEMENT**

This UPPS has been approved by the following individuals in their official capacities and represents Texas State policy and procedure from date of this document until superseded.

Treasurer; senior reviewer of this UPPS

Vice President for Finance and Support Services

President