



Standards of Satisfactory Academic Progress Graduate Financial Aid Requirements

Statement of Policy

Per federal regulation, the Office of Financial Aid is responsible for establishing and monitoring a standard of "satisfactory academic progress" for continuation of financial aid eligibility. This policy states:

- you are expected to make satisfactory academic progress toward earning a degree.
- your total academic history at UNC as a graduate student is included, regardless of whether you have previously received financial assistance.
- to remain eligible, you must meet both qualitative (grade point average) and quantitative (total attempted hours) standards of this policy.
- satisfactory progress will be reviewed at the end of the spring semester, upon academic suspension, and again at the end of summer for students who enroll in summer and receive aid.

Financial Aid programs subject to this policy are:

Colorado Graduate Grant, Federal Perkins Loan, Graduate PLUS Loans, Federal Work Study, Federal Subsidized and Unsubsidized Stafford Loans. Some alternative loans and the Alaska Student Loan Program are subject to this policy. Institutional funds including the Dependent Tuition Grant are also subject to this policy. Standards for scholarships will be provided at the time of the scholarship award.

Requirements

In general, to maintain satisfactory academic progress, you must:

- maintain a minimum cumulative grade point average of 3.0 and
- complete at least 80% of the credits you attempt
- remain enrolled in at least half time hours (5)

If you drop below half-time hours you will be placed on Financial Aid Suspension at the end of the term.

Note: Students enrolled only in the Teacher Licensure program refer to the Undergraduate policy.

The following courses cannot be used to meet hours requirements:

- Independent study courses (need prior approval)
- Non-credit courses or workshops, including audited courses
- Courses taken at Aims Comm College through the UNC/Aims Cooperative Registration Agreement
- Courses taken at another institution during the term(s) funded through UNC

All graduate students pursuing a Master's, Specialist or Doctoral degree must meet the following:

UNC Cum Grade Point Average	Completion Rate	Maximum Hours
3.0 cum gpa at the end of spring semester	Must satisfactorily complete with a grade of D or better, including S and NR, at least 80% of the hours you attempt during the academic year.	Master's Degree—may attempt a maximum of 75 semester hours at UNC which includes a maximum of 6 credit hour limitation for thesis.
2.0 cum gpa at the end of any semester	Attempted hours include those for which you receive a U, F, I, W, or UW.	Education Specialist Degree—may attempt a maximum of 100 semester hours at UNC.
<i>Reminder:</i> GPAs do not transfer from one institution to another.	Must complete at least half-time hours. If you totally withdraw, you will be on suspension. No Report (NR) grades are permitted for approved courses up to the maximum for the following: Masters = 12 credit hours Education Specialist = 15 credit hours Doctoral = 20 credit hours	Doctoral Degree—may attempt a maximum of 140 semester hours at UNC which includes a maximum of 12 credit hour limitation for dissertation.

Example 1:

You take 9 hours fall and only complete 6 satisfactorily, (get an incomplete in 3 hours) then take 14 in spring and complete 10, you have attempted 23 hours (9 + 14) and completed 16 hours (6 + 10).

16 ÷ 23 = 70% → You are in violation of the 80% of the attempted hours policy.

Example 2:

You take 9 hours fall and complete all 9 satisfactorily, then 9 hours spring and complete 7 hours satisfactorily, you have attempted 18 hours (9 + 9) and completed 16 hours (9 + 7).

16 ÷ 18 = 89% → You have completed over 80% of your attempted hours and are in good standing for hours completion.

Reminder: Summer hours are calculated separately from fall and spring.

Financial Aid Warnings

A warning will be sent at the end of Fall semester if you did not complete 80% of hours attempted and/or your cumulative gpa is below 3.0. You have the Spring term to meet the standards or you will be placed on financial aid suspension.

Financial Aid Suspension

If placed on Financial Aid Suspension you are no longer eligible to receive financial assistance under any State or Federal financial aid programs administered by or through the University of Northern Colorado.

Financial Aid Suspension does not prohibit your enrollment at UNC, but you will be responsible for all charges incurred. Eligibility may be regained by enrolling and attending without financial aid and completing sufficient courses to meet the 80% completion rate and/or raising your cumulative GPA to 3.0 minimum.

Financial Aid Suspension remains in effect unless it is removed by the Appeals Committee (see Financial Aid Appeals). If you are academically suspended, and then you are readmitted to the University, you must still appeal your financial aid suspension. If financial assistance is received and you were not eligible, repayment of that aid is required immediately.

Last Date of Attendance

At the end of each semester the Office of Financial Aid generates a report of students who received financial aid but whose grades show all Fs and/or UWs for a semester. Often students who receive all Fs and/or UW grades for a semester have stopped attending class but did not withdraw from UNC. If you decide to leave school before the end of any term, you are responsible for following proper withdrawal procedures with the Registrar's Office.

If there is no notification of your withdrawal to the Registrar's Office and you receive all Fs and/or UW grades for a semester, federal regulations require a return of funds be calculated based on 50% attendance. The Office of Financial Aid will assume you did not attend the entire semester and will apply the withdrawal policy based on only 50% attendance. If you did indeed attend more than 50% of the semester and the F grades you received were "earned", you are responsible for providing any supporting documentation that shows your course attendance or participation.

You will receive a bill from the UNC Accounts Receivable Office for the amount of aid we return to the Federal Programs. You will also be placed on Financial Aid Suspension which will override any probation letter you may receive. The entire Financial Aid Return of Title IV Funds policy is available on our website at www.unco.edu/ofa.

Repayment of Aid

It is your responsibility to be aware of the academic progress standards that must be maintained for continued eligibility for financial assistance. Due to time restrictions, it is not always possible to notify you that you have not met the standards established. If financial assistance was disbursed prior to notification of financial aid suspension, it is your responsibility to repay any funds that were disbursed. If the funds have to be returned to the source due to withdrawal, you are responsible for the repayment of these funds.

Financial Aid Appeals

You should make up your deficiency by attending and paying for school. However, in cases of extenuating circumstances, you have a right to appeal your suspension of eligibility for financial assistance. You are encouraged to appeal as soon as you are notified that you did not meet the Standards of Satisfactory Academic Progress. Appeals, including all supporting documentation, must be submitted on a timely basis.

- *How to File an Appeal*
To file an appeal, please visit with a counselor to obtain the appeal form and review your situation. The completed appeal form with all supporting documentation must be returned to:

**University of Northern Colorado
Office of Financial Aid
Carter Hall 1005, Campus Box 33
Greeley, CO 80639**

- *Appeal Review Committee*
The appeal committee reviews and makes recommendations to the Director of Financial Aid or her/his designee regarding disposition of appeals. You will be notified via email of the results, and their decision is final.
- *Reinstatement of Aid*
If your appeal is approved, your aid package will be based upon availability of funding. Your letter from the appeal committee will indicate the term for which you have regained eligibility.

Questions

Questions regarding this policy should be directed to the Office of Financial Aid, Carter Hall Room 1005, (970) 351-2502.