

Standards of Satisfactory Academic Progress  
**Undergraduate Financial Aid Requirements**

**Statement of Policy**

Per federal regulation, the Office of Financial Aid is responsible for establishing and monitoring “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 is included, regardless of whether you have previously received financial assistance.
- All Transfer credits are subject to this policy.
- To remain eligible, you must meet both qualitative (grade point average) and quantitative (total attempted hours) standards of this policy.
- Full satisfactory progress will be reviewed at the end of spring semester. Students on Academic Plans, Probation and/or who fall below 1.00 or complete 0 semester credits will also be monitored each semester.
- Students on academic suspension are automatically ineligible for financial aid.
- **All forms of Financial Aid programs are subject to this policy with certain exceptions for some private loans and scholarships.**

**Requirements:**

To maintain satisfactory academic progress, you must:

- Maintain a minimum cumulative grade point average of 2.0
- Complete at least 67% of the credits you attempt.

**Note:**

**If your cumulative gpa falls below 1.0 or you complete 0 semester credit hours, you will automatically be ineligible for aid at the end of that semester.**

**The following courses cannot be used to meet credit requirements:**

- Independent study courses (need prior approval)
- Remedial courses (course number less than 100)
- Non-credit courses or workshops, including audited courses and/or some courses previously passed (See next page for more details on repeating courses.)
- Courses taken at Aims Community College through the UNC/Aims Cooperative Registration Agreement
- Courses taken at another institution during the term(s) funded through UNC

**All undergraduate students and those students enrolled in a teacher licensure program must meet**

UNC Cum Grade Point Average	Completion Rate	Maximum Hours
<b>2.0 cumulative gpa</b> at the end of the spring or a Probationary semester.	Must satisfactorily complete with a grade of D or better, including S, at least 67% of the hours you attempt during the academic year at UNC.	May attempt up to 180 credit hours toward the degree, including transfer hours accepted by the University (most degrees only require 120 hours). Teacher licensure students may attempt up to 90 credit hours.
<b>1.0 cumulative gpa</b> at the end of any semester  Reminder: GPAs do not transfer from one institution to another.	If you totally withdraw or complete 0 semester credits, you will be ineligible for financial aid. Attempted hours include those for which you receive a U, F, I, W, or UW.	

**the following to avoid ineligibility for financial aid.**

**Example 1:**

You take 12 hours fall and pass 9 (with a D or higher). Then you take 17 in spring and complete 6. You have attempted **29** hours (12 + 17) and only completed **15** hours (9 + 6).

**29 x 67% = 19.43 (rounded to 20) credits required versus only 15 hours completed.** You are in violation of the 67% of the attempted hours policy.

**Example 2:**

You take 15 hours fall and complete all 15 satisfactorily. Then take 12 hours in spring and complete 9 hours satisfactorily. You have attempted **27** hours (15 + 12), and completed **24** hours (15 + 9).

**27 x .67% = 18.09 (rounded to 19) credits required and 24 hours completed.** You have completed over 67% of your attempted hours and are in good standing for hours completion.

## Financial Aid Alert

An alert will be sent at the end of fall semester if you did not complete 67% of hours attempted and/or your cumulative gpa is below 2.0. You have the spring term to meet the standards or you will be ineligible for financial aid. **Note: This does NOT apply to students on Academic Plans and/or Probation.**

## Financial Aid and Repeat Course Policy:

*Repeating courses may help your UNC GPA. However, it can dramatically impact your financial aid eligibility!*

### Two new policies, effective July 1, 2011 that may impact student financial aid.

1<sup>st</sup> Policy: Effective Fall 2011, UNC is implementing a new Grade Replacement Policy. This policy will allow undergraduate students to repeat undergraduate courses, with only the most recent grade being calculated in the GPA. For more information please visit [www.registrar.unco.edu/gradereplacement](http://www.registrar.unco.edu/gradereplacement).

2<sup>nd</sup> Policy: Effective Fall 2011, the U.S. Department of Education mandates that **a class being repeated may be included** when determining the student's enrollment status for Title IV purposes (i.e., Federal financial aid may pay for the repeated course). However, new language was added to impose limitations. The final rule allows repeating any coursework previously taken in the program **as long as it is not a result of:**

**More than one repetition of a previously passed course,**  
or

**Any repetition of a previously passed course due to the student failing other coursework.**

*If you repeat a previously passed course more than one time, it **will not** count towards full-time consideration for **Federal Student Aid**. It will most likely cause a reduction or, elimination, of a **Federal Pell Grant or SEOG Grant, if eligible**. It could also impact the amount of **Federal Work Study or Federal Student Loans** you may be receiving*

## Ineligible for Aid

If ineligible for aid, 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. Being ineligible for aid does not prohibit your enrollment at UNC, but you will be respon-

sible for all charges incurred. Eligibility may be regained by enrolling and attending without financial aid and completing sufficient courses to meet the 67% satisfactory completion rate and/or raising your cumulative GPA to a 2.0 minimum.

Being ineligible for aid 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 ineligibility for aid. If financial assistance is received and you were not eligible, repayment of that aid is required immediately.

## Last Date of Attendance (unauthorized withdrawal)

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 (0.00 gpa). 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 ineligible for financial aid 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](http://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 ineligibility for financial, 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 may make up your deficiency by attending and paying for school. However, in cases of extenuating circumstances, you have a right to appeal your ineligibility 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 financial aid 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.

### PROBATION

If it is mathematically possible for you to make satisfactory progress after one additional semester and if you have an appeal approved, you will be placed under financial aid **probation** for one semester.

If after the probationary semester you are again ***making satisfactory academic progress toward earning a degree***, you will not have to re-appeal.

If after the probationary semester you are still ***NOT making satisfactory academic progress toward earning a degree***, you will again be ineligible for financial aid.

If it is NOT mathematically possible for you to be able to regain satisfactory progress after one additional semester, you may (on a case by case decision) be placed on a Financial Aid\Academic Plan as determined by the Director of Financial Aid or their designee.

Terms of academic plans may vary from student to student.

Students who do not meet the condition of the Plan will not have future appeal opportunities unless they regain eligibility with out the assistance of UNC Federal, State or Institutional financial aid and/or have new and additional appealable circumstances.

- *Reinstatement of Aid*

If your appeal is approved, your aid package will be based upon availability of funds at that point in time

Your letter from the appeal committee will indicate the term for which you have regained eligibility.

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