

UNIVERSITY of
NORTHERN COLORADO

Office of Financial Aid

**Graduate Standards of Satisfactory Academic Progress
2015-2016**

STATEMENT OF POLICY

Per Federal regulations, the Office of Financial Aid is responsible for establishing and monitoring satisfactory academic progress for continuation of financial aid eligibility. This policy states:

- Your total academic history at UNC is included in the evaluation of eligibility, regardless of whether you have previously received financial aid.
- All transfer credits are subject to this policy.
- To remain eligible, you must meet both qualitative (grade point average) and quantitative (total attempted credit hours) standards of this policy.
- Satisfactory academic progress will be reviewed at the end of each semester. Students who are on an Academic Plan, fall below a 2.0 GPA, and/or complete zero (0) credit hours are also monitored each semester. This includes students who have financial aid pay at less than half-time.
- 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

SATISFACTORY ACADEMIC PROGRESS (SAP)		
CUMULATIVE GPA	COMPLETION RATE	MAXIMUM HOURS
3.0 GPA*	Complete at least 67% of attempted hours during the academic year with a D or higher.**	Masters Degree=75 credit hours Education Specialist Degree=100 credit hours Doctoral Degree=140 credit hours

*GPA does not transfer from one institution to another

**Attempted hours include grades of U, F, I, W, and UW. No Report (NR) grades are permitted for approved courses up to: Masters Degree=15 credit hours, Education Specialist=20 credit hours, Doctoral=30 credit hours

Note:

If your cumulative GPA falls below 2.0, you will automatically be ineligible for aid at the end of that semester. Students who enroll at least half-time and/or have any aid paid at less than half-time status who complete 0 semester credit hours, will also automatically be ineligible for aid at the end of that semester

- **Example**
 - You attempt 9 credit hours in Fall but complete only 4 (with a D or higher). Then, in the spring you attempt 14 credit hours and complete only 10.
 - Attempted hours= 23
 - Completed hours= 14
 - $14/23 = 60.9\%$, **this is below the 67% completion rate standard**

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

- Independent study courses (need prior approval)
- Any remedial courses (course number less than 100)
- Non-credit courses, workshops or audited courses
- Courses taken at Aims Community College through the UNC/Aims Cooperative Registration Agreement
- Courses taken at another institution during the semester you are receiving aid at UNC (need prior approval)

- A repeated course if it is the result of more than one repetition of a previously passes course (need prior approval)
- Undergraduate coursework, unless specifically required for the graduate program

FINANCIAL AID WARNING

- Students get a WARNING semester if they drop below the 3.0 GPA and/or 67% completion rate requirement. You are eligible for aid during this semester. You will have the next semester to meet the cumulative standards or you will be INELIGIBLE for financial aid.

INELIGIBLE FOR AID

- Students are placed in an INELIGIBLE FOR AID status if requirements have not been met for two semesters, or if they complete zero (0) credit hours in a semester. If your cumulative GPA falls below 2.0, you will automatically be ineligible for aid at the end of that semester. This status stops you from receiving financial aid. Students on academic suspension are automatically placed in an INELIGIBLE FOR AID status as well.
 - If you are academically suspended and are readmitted, you must still appeal your ineligibility for financial aid. This includes if you have been granted academic amnesty under the UNC Fresh Start policy.
- Being ineligible for aid does not prohibit your enrollment at UNC. It means that you will be responsible for any UNC charges.
- You can regain eligibility by successfully completing enough courses to meet the standards without the assistance of financial aid. You also have the right to an appeal.

FINANCIAL AID PROBATION

- Students who have a financial aid appeal approved and can meet the requirements within one semester, are placed in a PROBATION status. This status allows you to receive financial aid.

FINANCIAL AID APPEALS

- In case of extenuating circumstances, you have the right to appeal your ineligibility for financial aid. 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***
 - You will need to visit with a Financial Aid Counselor to obtain the appeal form and review your situation. The completed appeal form 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. You will be notified of the results via your Bear email.
 - If the appeal is approved, students are placed in a PROBATION status for one semester.
 - If you are not able to meet the standards within one semester, you will be placed back in an INELIGIBLE status at the end of the semester and be required to pay for classes on your own. You may also submit another appeal.
 - If it is not mathematically possible for you to regain Satisfactory Academic Progress after one semester, you may be place on a Financial Aid Academic Plan by the Director of Financial Aid (or other designee). The terms of an Academic Plan vary by student.

- Students who do not meet the conditions of the Financial Aid Academic Plan will not have future appeal opportunities, unless separate extenuating circumstances exist.
- If the appeal is denied, you need to pay for classes without the assistance of financial aid.
- **Reinstatement of Aid**
 - Students are placed in a PROBATION status for one semester if the appeal is approved. This status allows you to receive financial aid.
 - Students placed on an Academic Plan are eligible for financial aid.
 - Your reinstated financial aid awards will be based upon availability of funds at that point in time.

FINANCIAL AID REPEAT COURSE POLICY

- Repeating courses may help your UNC GPA. However, it can dramatically impact your financial aid eligibility.
- **Federal Regulation on Repeat Coursework**
 - The U.S. Department of Education mandates that a class being repeated may be included when determining the student's enrollment status for financial aid, as long as it is not the result of 1) more than one repetition of a previously passed course, or 2) any repetition of a previously passed course due to the student failing other coursework.
 - **If you repeat a previously passed course more than once, it will not count toward enrollment status for eligibility.**

UNOFFICIAL WITHDRAWAL

- **If you fail to attend classes, you may have to repay a portion or all of the aid that was awarded.**
- If you fail to officially withdraw from all classes, you may receive all Failing (F) grades or Unofficial Withdraw (UW) grades at the end of the semester. The last date that you attended class will be used to determine how much aid you can receive.
- If you believe that you did attend beyond the reported last day of attendance, you are responsible for providing any supporting documentation that shows your course attendance or participation.
- If applicable, you will receive a bill from UNC for the amount of aid returned.
- The Return to Title IV Funds policy is available at www.unco.edu/ofa.

FINANCIAL AID AND DEGREE COMPLETION

- The U.S. Department of Education requires institutions to monitor student degree progress and degree completion. Once a student has completed the requirements for a single degree, even if the student has not applied for graduation, they are no longer eligible for financial aid for that degree.
- Individual courses must be required for a student's degree program in order to be considered for financial aid enrollment and eligibility.