



**Policy Chapter:** Chapter 7 Student Affairs

**Policy Number and Title:** 07.004 Satisfactory Academic Progress Requirements for Financial Assistance

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**I. Policy Statement**

Federal and state regulations require the University of North Texas to monitor student academic progress to ensure students are making satisfactory progress toward their degree or credential to remain eligible to receive financial aid. The Office of Financial Aid and Scholarships (FAS) monitors the academic progress of students to determine continued eligibility for financial aid.

**II. Application of Policy**

All undergraduate and graduate students who are applying for and receiving financial assistance

**III. Policy Definitions**

**A. Academic Plan**

“Academic Plan,” in this policy, is a financial aid status assigned to a student who will be monitored in accordance with the terms of an approved academic plan. This status is assigned when a student’s appeal is approved following a term on financial aid probation and FAS determines that the student will meet satisfactory academic progress (SAP) standards by the end of the academic plan. Students are eligible to receive financial aid while on an approved Academic Plan status.

**B. Academic Progress**

“Academic Progress,” in this policy, means the qualitative and quantitative measures of a student's progress toward completing requirements for a degree or credential.

**C. Academic Term**

“Academic Term,” in this policy, means a period of student enrollment. The university academic calendar includes three (3) terms including a fall, spring, and summer.

**D. Financial Aid Not Meeting**

“Financial Aid Not Meeting,” in this policy, is a financial aid status assigned to a student who has not met SAP standards for two consecutive terms of enrollment or who has met or exceeded the maximum timeframe. Students are not eligible to receive financial aid funds while on a Financial Aid Not Meeting status.

**E. Financial Aid Probation**

“Financial Aid Probation,” in this policy, is a financial aid status assigned to a student who has successfully appealed a “Financial Aid Not Meeting” status. Students are eligible to receive financial aid funds on a Financial Aid Probation status.

**F. Financial Aid Warning**

“Financial Aid Warning,” in this policy, is a financial aid status assigned to a student following a single academic term in which the student did not meet SAP standards. Students are eligible to receive financial aid funds on a Financial Aid Warning status.

**G. Grade Point Average (GPA)**

“Grade Point Average” and “GPA,” in this policy, mean the calculation by dividing the total number of grade points by the total number of graded semester credit hours attempted in residence at UNT. Graded hours includes all courses with grades of A (4.0), B (3.0), C (2.0), D (1.0), F or WF. Courses with grades of I, N, P, PR, W or Z are not counted in the GPA for qualitative assessment but are counted as attempted hours for the quantitative assessment of SAP.

**H. Office of Financial Aid and Scholarship (FAS)**

“Office of Financial Aid and Scholarship” and “FAS,” in this policy, mean the UNT office responsible for evaluating student academic progress to determine initial and continued eligibility for student financial aid.

**IV. Policy Responsibilities**

**A. Evaluation of Satisfactory Academic Progress (SAP)**

FAS monitors the academic progress of each recipient and potential recipient of financial aid. SAP is evaluated at the end of every academic term following the posting of final grades to determine continued eligibility for financial aid. Evaluations of SAP by FAS are conducted exclusively to consider eligibility for aid and neither replace nor override other UNT academic policies related to evaluation of a student's academic standing. The standards of SAP are either the same as or stricter than all other UNT academic progress standards for students.

**B. Satisfactory Academic Progress**

Every graduate and undergraduate student who receives financial aid must meet SAP criteria to remain eligible for financial aid, regardless of whether the student is a first-time applicant or has received aid in the past, and regardless of whether the student attends UNT full-time or part-time. To meet the criteria of SAP, students must meet both qualitative and quantitative standards at the end of each academic term as defined below.

1. Qualitative Requirements for SAP

To meet the standard for SAP, students must meet or exceed the following grade point average at the end of the academic term. Grades from transfer coursework at an institution other than UNT will not be factored into the calculation of a student's cumulative GPA.

- a. Undergraduate students must maintain at least a 1.8 cumulative GPA in their first term of enrollment and maintain at least a 2.0 cumulative grade point average for

all subsequent terms.

- b. Graduate students must maintain at least a 2.67 cumulative GPA in their first term of enrollment and maintain at least a 3.0 cumulative grade point average for all subsequent terms.

## 2. Quantitative Requirements for SAP

To meet the standard for SAP, students must meet a pace of progression which ensures students are on track to complete their program within the maximum timeframe. All attempts of a course, including passed courses, non-passed courses, repeated courses, incompletes, withdrawals, and earned transfer or test credit are included in the calculation for pace of progression and maximum timeframe.

### a. *Pace of Progression*

Pace of progression is calculated by dividing the cumulative number of semester credit hours the student has earned by the cumulative number of semester credit hours the student has attempted. Students must maintain at least a 67 percent pace rate.

### b. *Maximum Time Frame for Degree Completion*

Maximum timeframe refers to the maximum number of hours or terms a student may attempt toward a degree program and remain eligible for financial aid.

- i. Undergraduate students must complete their degree plan requirements within 150 percent of the published semester credit hours required for their degree program.
- ii. Graduate students must complete their master's or doctoral degree program within the published length of the program measured by the number of academic years at UNT including Fall, Spring and Summer academic terms.

## **C. *Financial Aid Warning***

Students failing to meet SAP will be placed on a Financial Aid Warning status. The student will still be allowed to receive financial aid during a warning status. If a student on Financial Aid Warning status does not meet SAP requirements at the conclusion of the academic term, the student will not be eligible for future financial aid until all SAP requirements are met, or the student successfully appeals the ineligibility. Students will not be placed on Financial Aid Warning status for consecutive academic terms.

## **D. *Financial Aid Notices-Loss of Eligibility***

FAS will provide notice of the loss of eligibility for financial aid to a student not meeting SAP. The notice will include specific details regarding the process for reestablishing eligibility.

### ***E. Loss of Eligibility Appeal***

A student may appeal the loss of financial aid eligibility by submitting a written appeal to FAS no later than the last day of class of the academic term for which a student is appealing.

#### **1. Notice of Appeal**

The notice of appeal must include the following.

- a. A description of mitigating circumstances for consideration by FAS. Mitigating circumstances FAS may consider include, but are not limited to:
  - i. serious injury to the student, a member of the student's immediate family or a significant person in the student's life;
  - ii. serious extended illness of the student, a member of the student's immediate family or a significant person in the student's life; and
  - iii. death of a student's relative.
- b. An explanation of how the mitigating circumstances affected the student.
- c. How the student will be able to make SAP in the subsequent academic term.

#### **2. Appeal Approved**

If a student appeal is approved, the student may be placed on financial aid probation or an academic plan as set forth in paragraphs 1 or 2 below. Financial aid may be disbursed during these periods.

##### ***a. Financial Aid Probation***

If an appeal of financial aid eligibility is approved, the student will be placed on a Financial Aid Probation status for one academic term and financial aid may be disbursed during the period of probation. If a student is not meeting SAP at the end of the financial aid probationary period, FAS will notify the student that financial aid eligibility is denied until such time as the student is able to meet SAP standards. Notice of loss of eligibility status following a period of financial aid probation may be appealed in accordance with the procedures set forth in paragraph V of this policy.

##### ***b. Academic Plan***

- i. If a student does not meet SAP standards following a term of Financial Aid Probation, the student may appeal a subsequent notice of loss of financial aid eligibility by submitting a written appeal to the FAS no later than the last day of class of the academic term for which the student is appealing. The notice of appeal should follow the requirements of paragraph V above. FAS will review this appeal on a case- by-case basis considering anticipated graduation date, hours remaining on the student's official degree plan, current GPA and pace of

progression.

- ii. If FAS approves a student’s appeal of loss of financial aid eligibility, the student may be placed on an academic plan. The academic plan must be developed in cooperation and agreement with the student’s academic department/advisor. The academic plan must include requirements that a student must meet to achieve SAP by the end of the academic plan. Financial aid may still be disbursed during the period of the academic plan.
- iii. If a student fails to meet the requirements of the academic plan, FAS will notify the student that financial aid eligibility is denied until such time as the student is able to meet SAP standards.

3. Appeal Denied

If a student appeal of financial aid eligibility is denied, the student is not eligible for financial aid until the student improves his/her academic records to meet SAP. Students who are denied due to maximum timeframe are not eligible for financial aid for the remainder of their degree plan.

**V. References and Cross-References**

[34 C.F.R. §§ 668.16\(e\), 668.32\(f\) & 668.34](#)

Financial Aid and Scholarships Operational Policies

**VI. Revision History**

Policy Contact:	VP for Enrollment
Approved Date:	04/01/1974
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