

<b>The University of North Texas at Dallas Policy Manual</b>	Chapter 7.015
<b>7.015 Satisfactory Academic Progress</b>	<b>Student Affairs, Education &amp; Funding</b>

**Policy Statement.** Federal regulations require the University of North Texas at Dallas to monitor student academic progress to ensure students establish and remain eligible, to receive Federal Title IV sources of student aid. The office of Student Financial Aid and Scholarships (SFAS) monitors the academic progress of each recipient and potential recipient of Title IV funds to evaluate academic progress and to determine continued eligibility for Title IV student aid.

**Application of Policy.** All undergraduate and graduate students who are applying for and receiving financial assistance.

**Definitions.**

1. **Academic Progress.** “Academic Progress” means the qualitative and pace of progression measures of a student’s progress toward completing requirements for a degree.
2. **Academic Term.** “Academic Term” means a period of student enrollment. The university academic calendar includes three (3) terms including a Fall, Spring, and Summer.
3. **Financial Aid Warning.** “Financial Aid Warning” means financial aid status assigned to a student following an academic term in which the student did not make satisfactory academic progress. The student may still be eligible to receive Title IV, HEA program funds.
4. **Financial Aid Probation.** “Financial Aid Probation” means financial aid status assigned to a student following an academic term in which the student was on Financial Aid Warning and did not make satisfactory academic progress, but the student successfully appeals the determination of lack of satisfactory academic progress and the SFAS determines that the student should be able to meet satisfactory academic progress standards by the end of the academic term while on financial aid probation. The student may still be eligible to receive Title IV, HEA program funds.
5. **Financial Aid Not Meeting.** “Financial Aid Not Meeting” means financial aid status assigned to a student during an academic term in which a student was not meeting SAP requirements. Students are not eligible to receive Title IV, HEA program funds while at Not Meeting status.

6. Grade Point Average (GPA). “Grade Point Average (GPA) is calculated by dividing the total number of grade points by the total number of semester hours attempted in residence at UNT Dallas which includes all courses with grades of A, B, C, D, F and WF unless replaced by a later grade. Courses with grades of I, N, P, PR, W, or Z are not counted as courses attempted.
7. Office of Student Financial Aid and Scholarships (SFAS). Office of Student Financial Aid and Scholarships (SFAS) means the UNT Dallas office with specific responsibility for evaluating student academic progress to determine initial and continued eligibility for Title IV student aid.

### **Procedures and Responsibilities**

1. **Evaluation of Satisfactory Academic Progress.**

The office of Student Financial Aid and Scholarships (SFAS) monitors the academic progress of each recipient and potential recipient of Title IV student aid. Student academic progress is evaluated at the end of every academic term following the posting of final grades to determine continued eligibility for Title IV student aid. Evaluations of satisfactory academic progress by SFAS are conducted exclusively to consider eligibility for Title IV student aid and neither replace or override other UNT Dallas academic policies related to evaluation of a student’s academic status. The standards of satisfactory academic performance are either the same as or stricter than the UNT Dallas academic standards for students who are not receiving Title IV student assistance.

2. **Satisfactory Academic Progress.**

Every graduate and undergraduate student who applies for and receives Title IV student aid must make satisfactory academic progress to remain eligible for such 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 Dallas full-time or part-time. To achieve satisfactory academic progress, students must meet both qualitative and pace of progression standards at the end of each academic term as defined below.

- a. Qualitative Requirements for Standard Academic Progress – To meet the standards for satisfactory academic progress, students must meet or exceed the following grade point average at the end of the academic term:
  - i. *Undergraduate students* – 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.

- ii. *Graduate students* – 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.

Grades from transfer coursework at an institution other than UNT Dallas will not be factored into the calculation of a student’s cumulative GPA.

- b. **Pace of Progression Requirements for Standard Academic Progress** – To meet the standard for satisfactory academic progress, students must successfully complete the minimum number of credit hours in an academic term as set forth below. All attempts at a course, including repeated courses, are included in the calculation of total hours attempted and pace of progression.

<b>Pace of Progression</b>		<b>Hours</b>	
<b>Total Registered Hours</b>	<b>Minimum Earned, Completed and Passed Hours</b>	<b>Fall/Spring</b>	<b>Summer</b>
		<b>Undergraduate</b>	
		12 or more	12 or more
		9-11	9-11
1	1		
2	2	6-8	6-8
3-5	3		
6-11	6		
12-15	9		
16-19	12		
20-23	15		
24+	18		
<b>Graduate</b>			
		9 or more	9 or more
		6-8	6-8
		5	5

- c. Students must achieve satisfactory academic progress by successfully completing the required number of course credit hours and attaining the overall required cumulative GPA to establish eligibility for financial aid programs. Students who fail to achieve satisfactory academic progress may lose future Title IV student assistance.

### **3. Financial Aid Warning Status.**

Students failing to meet Satisfactory Academic Progress Standard(s) will be placed on financial aid warning. Students on financial aid warning remain eligible to receive Title IV program aid for the academic term following the academic term during which the student did not meet SAP standards. Students will not be placed on financial aid warning for consecutive academic terms. If a student is not meeting SAP requirements at the conclusion of an academic term which s/he is on financial aid warning, the student will not be eligible for financial aid in any future academic

terms until all SAP requirements are met or the student successfully appeal as set forth below.

4. **Financial Aid Not Meeting Status.**

The SFAS will provide notice of the loss of eligibility for Title IV student aid to a student not meeting the standards for standard academic progress including specific detail regarding the process for re-establishing eligibility and the process for appeal of the determination.

5. **Appeal of Eligibility.**

Appeal of Eligibility Determination based on Failure to Meet Satisfactory Academic Progress

Standard –

- a. Explanation of mitigating circumstances – A student receiving notice of lost eligibility for Title IV student assistance may submit a written request for appeal to the SFAS citing evidence of additional circumstances to be considered in mitigation of the failure to make satisfactory academic progress. Mitigating circumstances include:
  - i. Serious injury to the student, a member of the student’s immediate family or a significant person in the student’s life or
  - ii. Serious extended illness of the student, a member of the student’s immediate family or a significant person in the student’s life or
  - iii. Death of a student relative, or
  - iv. Learning disability as documented in the Office of Disability Services, or
  - v. Other special circumstance
- b. Explanation of remedial actions – An appeal must explain how the mitigating circumstances have affected the student and how the will be able to make satisfactory academic progress in the subsequent academic term.

- c. Financial Aid Probation Status – If an appeal is approved, the student will be placed on Financial Aid Probation and Title IV aid may still be disbursed during the terms of the probation.

6. **Maximum Time Frame for Degree Completion.**

To remain eligible for Title IV student aid, graduate and undergraduate students must complete degree program requirements within 150% of the published length of their degree program.

- i. Undergraduate students – may not register for, earn or attempt semester credit hours of enrollment at any institution of higher education in excess of 150% of their degree plan including semester credit hours that were dropped, withdrawn, failed, repeated, never completed or transferred from another institution of higher education. This limit applies regardless of whether or not financial aid was ever applied for in the past or received.
- ii. Graduate students – the maximum timeframe to complete a master’s degree program cannot exceed 150% of the published length of the program measured by the number of academic terms at UNT Dallas including Fall, Spring and Summer Academic Terms.

**Responsible Party:** Student Financial Aid and Scholarships

**References and Cross-references**

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Revised: