

The University of North Texas at Dallas Policy Manual	Chapter 7
7.015 Satisfactory Academic Progress (SAP)	Student Affairs, Education and Funding

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. Define terms that have specialized meanings in the policy. List definitions in numbered format and alphabetical order. For example:

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 fall, spring and summer semesters.
3. Financial Aid Warning. "Financial Aid Warning" is a 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" is a 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 appealed 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. Academic Plan Status. "Academic Plan Status" 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 SFAS determines that the student will meet satisfactory

academic progress standards by the end of the academic plan. The student may still be eligible to receive Title IV, HEA program funds.

6. Financial Aid Not Meeting. "Financial Aid Not Meeting" is a 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 a Not Meeting status.
7. 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 University of North Texas at Dallas which includes all courses with grades of A (4.0), B (3.0), C (2.0), D (1.0), 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.
8. Office of Student Financial Aid and Scholarship ("SFAS"). "Office of Student Financial Aid and Scholarship ("SFAS")" means the University of North Texas at Dallas office with specific responsibility for evaluating student academic progress to determine initial and continued eligibility for Title IV student aid, HEA program funds.

Procedures and Responsibilities.

1. Evaluation of Satisfactory Academic Progress ("SAP") - 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 SAP by SFAS are conducted exclusively to consider eligibility for Title IV student aid and neither replace or override other University of North Texas at Dallas academic policies related to evaluation of a student's academic status. The standards of SAP are either the same as or stricter than the University of North Texas at 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 SAP 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 University of North Texas at Dallas full-time or part-time. To achieve SAP, students must meet both qualitative and pace of progression standards at the end of each academic term as defined below.
 - a. 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 University of North Texas at Dallas will not be factored into the calculation of a student's cumulative GPA.

- i. Undergraduate students – 2.0 cumulative GPA for all terms.
 - ii. Graduate students – 3.0 cumulative GPA for all terms.
 - iii. Law Students – 2.0 cumulative GPA for all terms.
 - b. Pace of Progression Requirements for Standard Academic Progress - an ongoing measure that ensures a student is on track to complete their program in the maximum timeframe. Pace is determined by dividing the cumulative number of hours the student has successfully completed by the cumulative number of hours the student has attempted. All attempts at a course, including repeated courses, are included in the calculation of total hours attempted and pace of progression.
 - c. Incomplete Classes - Incomplete classes will be considered the same as an “F” when evaluating SAP.
3. Financial Aid Warning – Students failing to meet SAP 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 appeals as set forth below.
 4. Financial Aid Notices – Loss of Eligibility – SFAS will provide notice of the loss of eligibility for Title IV student aid to a student not meeting SAP including specific details regarding the process for re-establishing eligibility and the process for appeal of the determination.
 5. Appeal of Eligibility – Failure to Meet SAP – A student may appeal a loss of Title IV eligibility by submitting a written notice to SFAS no later than the midpoint of the academic term for which a student is appealing that identifies circumstances to be considered in mitigation of the failure to make SAP. The notice of appeal must include a description of mitigating circumstances that may be considered by SFAS with an explanation of how the mitigating circumstances affected the student and how the student will be able to make SAP in the subsequent academic term. Mitigating circumstances that may be considered by SFAS include:
 - a. Serious injury to the student, a member of the student’s immediate family or a significant person in the student’s life, or
 - b. Serious extended illness of the student, a member of the student’s immediate family or a significant person in the student’s life, or

- c. Death of a student's relative, or
- d. Learning disability as documented in the Office of Disability Accommodation, or
- e. Other special circumstances.

Appeal Approved: After a successful appeal, a student may be placed on financial aid probation or an academic plan as set forth in paragraphs 6 or 7 below. Title IV aid may be disbursed during these periods.

Appeal Denied: If a student appeal of financial aid eligibility is denied, the student is responsible for paying educational costs until the student improves his/her academic records to meet SAP. Students who are denied due to maximum time frame are responsible for paying educational costs for the remainder of their degree plan.

6. Financial Aid Probation – If an appeal of financial aid eligibility is approved, the student will be placed on Financial Aid Probation for one academic term and Title IV 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, SFAS will notify the student that financial aid eligibility is denied until such time as the student is able to demonstrate SAP. Notice of loss of eligibility status following a period of financial aid probation may be appealed in accordance with the procedures set forth in paragraphs 5 and 7 of this policy.
7. Academic Plan –After a period of financial aid probation, a student may appeal a notice of loss of Title IV eligibility by submitting a written notice to SFAS no later than the midpoint of the academic term for which a student is appealing. The notice of appeal should include the details set forth in paragraph 5 above. SFAS will review the appeal on a case-by-case basis considering graduation date, degree plan hours remaining, GPA and pace of progression.

If SFAS approves a student's appeal of 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. Title IV aid may still be disbursed during the period of the academic plan. If a student fails to meet the requirements of the academic plan, SFAS will notify the student that financial aid eligibility is denied until such time as the student is able to demonstrate SAP.

8. Maximum Time Frame for Degree Completion - To remain eligible for Title IV student aid, graduate students must complete degree program requirements within the published length of their degree program and undergraduate students must complete

degree program requirements within 150% of the published length of their degree program.

- a. 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.
- b. Graduate/Law students - the maximum timeframe to complete a master's or doctoral degree program cannot exceed the published length of the program measured by the number of academic years at University of North Texas at Dallas including Fall, Spring and Summer academic terms.

Responsible Party: Student Financial Aid and Scholarships

References and Cross-references.

34 CFR 668.16(e)

34 CFR 668.32(f)

34 CFR 668.34

Forms and Tools. None.

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