

Policy on Satisfactory Academic Progress For Financial Aid Eligibility

It is the policy of The University of North Carolina at Pembroke that all degree seeking Students must be making satisfactory academic progress to be considered for financial aid, including loans. Students must meet the requirements to continue enrollment in their respective degree programs AND attain the minimum grade point average designated below for the number of hours attempted to be considered to be making satisfactory academic progress. In addition, students **MUST** complete a minimum of two-thirds of all hours attempted.

Procedures for Determining Satisfactory Academic Progress

Minimum GPA Requirements: Undergraduate. After this number of hours attempted, a student must have earned at least this grade point average:

Semester Hours	Quality Point Average
1-29	1.500
30-59	1.750
60-89	1.875
90 or more	2.000

To determine satisfactory academic progress status and eligibility for financial aid, a student's academic record is evaluated once a year, normally at the time (s)he applies for financial aid, and includes all previously attempted course work. A student may request a reevaluation after subsequent course work; however, some sources of aid will have been committed completely.

Maximum Number of Credit Hours

The average length of an undergraduate program at UNCP is 120 credit hours. An undergraduate student is eligible to receive financial aid for a maximum of 150% of the hours required for a degree. Graduate students may receive financial aid for a maximum of 150% of the hours required for a degree. Students are meeting the completion rate requirement if the overall attempted hours is less than (<) or equal to 150% of the credit hours required for the degree.

Example: Student's Overall Attempted Credit hours is 136
Credit Hours required for the degree is 127
 $127 \times 1.5 = 190.5$

A full-time undergraduate degree student who is receiving financial aid must be registered for a minimum of twelve (12) semester hours per term (six hours during each summer session). This also applies to a senior's last term. The academic load is determined at the end of the drop/add period each semester. If a student reduces his/her course load below the minimum, the Financial Aid Office must be notified and some aid

funds may have to be repaid. The student is responsible for notifying the Financial Aid Office if a reduction occurs or is contemplated.

Undergraduate Second Degree Students

A student working toward a second or subsequent baccalaureate degree is expected to make the same satisfactory progress and enroll for the same minimum course load when receiving financial aid as that stated above. These students will normally be eligible for loans only, and eligibility will be limited to no more than two additional academic years.

Graduate Degree Students

A graduate student is considered to be making satisfactory academic progress for financial aid purposes, if (s)he has completed two-thirds of all hours attempted. Should a graduate student carry an incomplete beyond one semester, then (s)he will not be considered to be making satisfactory progress for financial aid purposes and will not be eligible for further financial assistance until the incomplete has been removed. Once the student notifies the Financial Aid Office that the incomplete has been removed and a grade has been posted, the student regains eligibility for financial aid. The student may receive aid for the semester during which the incomplete is removed if the semester has not yet ended. If it has ended then the student regains eligibility for financial aid for the next term.

To be considered full-time, students must enroll for at least six (6) graduate hours each semester. Academic load is determined at the end of the drop/add period each semester. If hours are dropped below these levels, the student must notify the Financial Aid Office, and some funds may have to be repaid.

Appeals Process

Students who do not meet satisfactory academic progress standards are no longer eligible to receive financial aid. These students will not be eligible to receive financial aid for two consecutive semesters (i.e. fall and spring or spring and fall semesters). Once the two full semesters have expired, students will again be able to receive financial aid, provided they meet the other requirements for continuation or readmission to the University. A student who has been declared academically ineligible for financial aid has the opportunity to appeal. Appeals must be in writing and must fully explain any mitigating circumstances which contributed to the student's poor academic performance. Appeals generally given consideration involve circumstances such as:

- (a) extended illness or hospitalization of student
- (b) an accident which incapacitates the student for an extended period of time
- (c) death or extended illness of an immediate family member which results in greater family responsibilities for the student.

Your appeal will be strengthened by providing a written statement of your proposed plan for academic improvement. Any special arrangements you have made for tutoring or other support services to help assure academic improvement should also be described in your appeal letter. A financial aid committee will review the appeal letters. If a student's

appeal is not approved, that student will not be eligible for aid for two consecutive semesters.

Appeals should be addressed to the Financial Aid Committee and mailed to:
Financial Aid Office
The University of North Carolina at Pembroke
P.O. Box 1510
Pembroke, NC 28372-1510

Withdrawing from Classes

If a student withdraws from a semester in which he/she is receiving financial aid, the student may be required to repay some or all of the financial aid received for the term. The amount to be repaid depends on the date of withdrawal. Federal regulations state that a student earns financial aid by remaining in class for at least 61% of the semester in which aid is being received. If a student withdraws prior to that time, the Financial Aid Office will determine the payback amount after performing a federal calculation at the point of withdrawal. Students may owe a balance to the University in these cases. Specific information regarding the University's refund for not completing the entire semester may be obtained from the University Cashier's Office.

Incompletes and Withdrawals

For a discussion of how incomplete grades and audited courses are figured in the quality points averages, please see the University Catalog under Academic Procedures and Policies.

Receiving all Fs in a Semester

If a student earns all Fs in a semester in which he/she is receiving financial aid, the student must show proof of class attendance that semester in order to be eligible for federal financial aid in subsequent semesters. If a student cannot get proof from professors that classes were attended, according to federal regulations, the student will be required to pay financial aid back based on the federal calculation and using the 50% point of the semester as the withdrawal date. Students may owe a balance to the University in these cases.

Dropping Classes

If a student withdraws from a class after the census date and receives a "W," no financial aid will need to be paid back. However, if a student has a class completely removed from his/her transcript, some financial aid may need to be paid back. Students may owe a balance to the University in these cases.

Teacher Certification Students

If a student is taking at least six hours per semester toward a teacher certification, according to federal regulations, a Document of Intent Form must be obtained from the Education Department stating that the student is pursuing a certification in order to qualify for federal student loans. Students who are admitted to the Regional Licensure Program are not eligible for financial aid.

Second-Degree Seeking Students

If a student is pursuing a second degree and taking at least six hours per semester, according to federal regulations, a Document of Intent Form must be obtained from the Registrar's Office stating that the student is pursuing a second degree in order to qualify for federal student loans.

Special Admitted Graduate Students

If a student has been granted a "special admit" status through the School of Graduate Studies and taking at least three hours per semester, according to federal regulations, a letter from the Dean of Graduate Studies must be obtained stating that the student has been conditionally admitted to the program. These classes must be pre-requisites in the student's major in order for him/her to qualify for federal student loans.