



## HOW TO MAINTAIN ELIGIBILITY FOR FINANCIAL ASSISTANCE

(Revised Fall 2006)

### OVERVIEW

To be eligible for federal, state and institutional aid, students are required by the U.S. Department of Education and the University of Nevada, Las Vegas, to maintain satisfactory academic progress toward their degree objective(s).

In compliance with prescribed regulations, UNLV has established guidelines that are designed to ensure that students successfully complete courses and to promote timely advancement toward specific degree objectives. These requirements serve as standards to evaluate student progress, grade point averages and the overall timeframe in which students complete their degree programs.

It is important to remember this policy is separate from the academic review conducted by the UNLV Student Enrollment Services office.

Programs governed by the financial aid satisfactory academic progress requirements are:

Federal Stafford Subsidized Loan	Federal America Counts Work Study
Federal Stafford Unsubsidized Loan	Bob Davis Scholarship
Federal Parent PLUS Loan	Nevada Access Grant (all types)
Federal Graduate PLUS Loan	Nevada Grant-in-Aid
Federal Pell Grant	Nevada Work Study
Federal Perkins Loan	Leveraging Educational Assistance Partnership (LEAP) Grant
Federal Supplemental Educational Opportunity Grant	UNLV Access Grant (all types)
Federal Work Study	UNLV Graduate Access Grant
Federal America Reads Work Study	UNLV Access Work

To fulfill the Satisfactory Academic Progress requirements, students must accomplish all of the following:

- Maintain a minimum grade point average (GPA).
- Successfully complete a minimum number of credits in the fall, spring and summer terms.
- Complete their degree within the maximum credits/timeframe allowed.

## **GRADE POINT AVERAGE**

Undergraduate students are required to have a 2.0 cumulative UNLV GPA, measured at the end of the spring semester.

Graduate students are required to maintain a 3.0 cumulative UNLV graduate GPA, measured at the end of the spring semester.

The UNLV GPA is based only on grades for credits earned at UNLV and does not include grades transferred from another institution.

## **COMPLETION OF CREDITS**

The minimum credit requirements for all enrolled students are as follows:

### **UNDERGRADUATES**

<b>Semester Enrollment Status</b>	<b>Minimum Credits Required</b>
Full-time (12 or more credits)	12
Three-quarter time (9-11 credits)	9
Half-time enrollment (6-8 credits)	6

### **GRADUATES**

<b>Semester Enrollment Status</b>	<b>Minimum Credits Required</b>
Full-time enrollment (9 or more credits)	9
Half-time enrollment (5-8 credits)	5

**One Term Enrollment Status** - Students who receive financial aid for only one term of the academic year or during the summer sessions are required to complete the minimum number of credits for their enrollment status. Example: The student enrolls for 7 credits for spring term only. The student must complete at least 6 credits.

**Mixed Enrollment Status** - Students whose enrollment status is different in each semester must complete the minimum credit requirement for each term. Example: If a student's enrollment status for fall semester is three-quarter time (9-11) and half-time (6-8) for the spring semester, the minimum required credits for the academic year is 15.

**Acceptable Grades** - Only courses which are assigned a grade of "A" through "D-," "S," and "X" are included to meet the credit requirement.

Incompletes, withdrawals, "F" grades and audits are NOT counted toward the credit requirement.

**Repeat Classes** - Repeat classes will be included in the annual measurement of successfully completed credits. Students are cautioned, however, that the repeat credits are also counted in the maximum number of attempted credits allowed to complete a degree as described in the following section on Maximum Timeframe.

### **MAXIMUM TIMEFRAME (total attempted credit hours)**

Enrolled students are expected to complete their degree within a reasonable number of credits.

**Undergraduate students** are expected to complete their degree with no more than 186 total attempted credits. “Attempted credits” is defined as the total of credit hours for which a student is registered after the last official date to add a course at UNLV, plus any transfer work accepted by UNLV Student Enrollment Services.

These maximums include all accepted transfer credits and all credits completed at UNLV. Students who have exceeded these maximums but need additional credits to complete their degrees must file an appeal with Student Financial Services for possible extension of eligibility for aid. The student’s academic progress and the requirements of the student’s academic program will be considered.

**Graduate students** must meet the degree objective requirements established by the academic department to which they are admitted.

### **FAILURE TO MEET GPA & CREDIT COMPLETION REQUIREMENTS**

The satisfactory academic progress requirements are reviewed at the end of each academic year (following spring term). Students not making satisfactory progress in one or more component will be sent a letter informing them of their deficiencies and stating they have been placed on financial aid probation for the summer term. During the summer term, a student may continue to receive financial aid while removing the deficiencies. Those students who do not remove their deficiencies by the end of the summer probationary term will be placed on financial aid suspension and are ineligible for future financial aid until deficiencies are resolved.

**NOTE:** Regardless of possible satisfactory academic progress problems, students must continue to complete all financial aid applications by the deadlines for priority funding.

Additionally, a student may receive a financial aid offer and be allowed to activate awards while on satisfactory academic progress probation or suspension in anticipation that any deficiency will be resolved. However, if deficiency issues are not resolved and no approved satisfactory academic progress appeal is on file regarding the deficiency issues, funds cannot be disbursed regardless of award status.

## **REINSTATEMENT OF FINANCIAL ASSISTANCE**

Reinstatement of financial assistance eligibility after suspension is possible by:

1. Raising the UNLV GPA and/or number of credits to the required level by taking additional coursework at UNLV without receiving financial aid. The student must contact Student Financial Services to request reinstatement of financial aid once their GPA and credits are at the required level.
2. Successfully completing coursework, which will be transferable to UNLV, at another institution.

NOTE: transfer work does NOT affect your UNLV GPA.

- The student must request an official academic transcript be sent to the UNLV Student Enrollment Services office.
  - When the coursework has been accepted for transfer credit at UNLV, the student must notify UNLV Student Financial Services.
  - Deferments for fee payment and waivers of late fees will not be issued due to the late arrival of documents from the other institution.
3. Receiving a grade change, including the removal of incompletes, if that results in the removal of deficiencies. The student must notify UNLV Student Financial Services of the change.
  4. Approval of a written appeal by the Student Financial Services Appeals Committee.

## **RIGHT TO APPEAL**

Students who are placed on financial aid suspension have the right to appeal if there are extenuating circumstances that can be documented and have contributed to their deficiency and their inability to satisfy the requirements during the probationary period.

Students should contact Student Financial Services for information regarding appeal procedures. Students appealing for special consideration regarding satisfactory academic progress requirements for financial aid will be notified in writing of the Student Financial Services Appeals Committee's decision.

**UNLV Student Financial Services**  
**SATISFACTORY ACADEMIC PROGRESS (SAP) APPEAL FORM**  
**PAGE 1 OF 2**

Clearly PRINT or TYPE responses

Student's Name \_\_\_\_\_

SSN or L# \_\_\_\_\_

E-Mail Address \_\_\_\_\_

**STEP 1: INDICATE WHY YOU NEED TO APPEAL - mark all that apply**

- My UNLV cumulative grade point average is below 2.00 (for undergraduates) or 3.00 (for graduates).
- I did not complete the required number of credits. I am deficient \_\_\_\_\_ credits.
- My total credits attempted have exceeded 186 credits for undergraduate work.

**STEP 2: WRITE YOUR APPEAL LETTER AND DOCUMENT YOUR CASE**

If you have a **credit or GPA deficiency**, include in your written appeal all of the following:

1. Describe why you became deficient,
2. Describe how you plan to resolve deficiency using the academic plan on page 2 of this form
3. Describe why you did not utilize the probationary period to resolve deficiency, and
4. Provide appropriate documentation of the extenuating circumstances mentioned in your letter of appeal.

If you are appealing regarding **excessive credits**, explain the factor(s) that will cause you to exceed the maximum credit limit.

**STEP 3: COMPLETE PAGE 1 AND 2 OF THIS APPEAL FORM**

**STEP 4: SUBMIT YOUR COMPLETED APPEAL FORM, WRITTEN APPEAL LETTER AND SUPPORTING DOCUMENTS TO STUDENT FINANCIAL SERVICES**

**CERTIFICATION:** I certify the information on this Satisfactory Academic Progress Appeal, my written appeal, and any supporting documentation are accurate, true, and complete to the best of my knowledge. I will provide other information as requested by UNLV Student Financial Services. I realize that a final decision may not be made on my Satisfactory Academic Progress Appeal unless all steps above are complete and until I submit any additional information if requested by UNLV Student Financial Services. I understand any false information may be cause for the denial, reduction, and/or repayment of student financial assistance and may subject me to a fine, imprisonment, or both under provisions of the U.S. Criminal Code.

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

