

UNIVERSITY OF NEW MEXICO
SATISFACTORY ACADEMIC PROGRESS POLICY

In accordance with federal regulations, UNM is required to have a policy and a procedure for measuring the academic progress of students. Student academic progress is reviewed at the end of each academic year for programs at least two years in length. For programs shorter than two years in length, academic progress is reviewed at the end of each semester. Satisfactory academic progress is reviewed each semester for students who are within 23 credits of the maximum time frame allowed. The three components of the Satisfactory Academic Progress Policy are explained below. Academic renewal does not satisfy academic progress standards for financial aid. Credit hours taken while in a concurrent/dual credit (i.e. high school) status do not count for or against a student's satisfactory academic progress.

1. Qualitative Standard

Students must meet the following GPA requirements in order to maintain their eligibility for financial aid:

<u>College/Program</u>	<u>Total Attempted Credit Hours</u>	<u>Minimum GPA</u>
Undergraduate	1 – 30	1.7
Undergraduate	31 +	2.0
Anderson School (graduate)	N/A	3.0
Graduate	N/A	3.0
Law	N/A	2.0
Medical	N/A	2.0
<u>PharmD (Pharmacy)</u>	<u>N/A</u>	<u>2.0</u>

2. Quantitative Standard

Students must successfully complete at least 67% of the total credit hours they attempt. Classes in which grades of A, B, C, D, and CR are earned will be considered completed. Repeated courses in which grades of A, B, C, D, and CR were earned are already counted as completed coursework, and credit will not be earned twice. All attempted credit hours are counted whether or not financial aid was received. All earned transfer hours are considered to be earned and attempted for this calculation as well (whether aid was received or not). This calculation includes all hours in which a student is registered at the time of withdrawal. Remedial classes and English as a Second Language (ESL) classes are also counted as attempted credit hours. Courses taken for AUDIT are not counted in the student's total course load for purposes of financial aid eligibility. For graduate students, 100- and 200-level classes count as hours attempted, but not hours earned, because they will not count toward the completion of a graduate degree.

3. Maximum Time Frame

Undergraduate students must complete their program of study within 150% of the published length of the program, measured in credit hours attempted. Example: if the published length of an academic program is 128 credits, the maximum time frame for completion is 192 attempted credits. All credits attempted while attending UNM and all credits transferred to UNM (earned) are counted toward the 150% maximum time frame regardless of whether financial aid was received. This means that students pursuing a second (or more) baccalaureate degree remain eligible until they've reached 150% of the published length of their current program. Courses with assigned grades of F, WF, W, WP, I, NC, and "repeated" courses all count as attempted credit hours. In addition, remedial classes and ESL classes are counted in this calculation, even though these classes do not count toward the students' graduation requirements.

Maximum Time Frame for Graduate/Professional Students

The 150% maximum time frame does not apply to graduate or professional programs. To receive financial aid, graduate/professional students must complete their program of study within the maximum time frame allowed by their current school or college.

Second Baccalaureate Degree

All UNM credits attempted and all credits transferable towards a UNM program of study are counted toward the 150% maximum time frame.

This means that students pursuing a second (or more) baccalaureate degree remain eligible until they've reached 150% of the published length of their current program.

Examples:

Student A attended only UNM, and completed a first baccalaureate degree. Student A is pursuing a second baccalaureate degree at UNM, which requires a minimum of 128 credits to complete. In order to maintain satisfactory academic progress for financial aid, Student A must complete the second degree program within 150% of the number of credits required. $128 \text{ credits} \times 150\% = 192 \text{ credits}$. All credits Student A previously attempted at UNM count towards the maximum 192 allowable credits for financial aid. This means that if Student A previously attempted 128 credits at UNM, she/he has 64 credits within which to complete the second baccalaureate program in order to maintain satisfactory academic progress for financial aid purposes.

Student B attended XYZ University and transferred to a UNM program that requires 128 credits to complete. Student B completed 128 credits at XYZ University. However, only 100 XYZ University credits count towards Student B's program of study at UNM. Since, under UNM's financial aid satisfactory academic progress rules, students must complete their program of study within 150% of the minimum credits required, Student B has 92 credits (192 maximum minus 100 transferred credits) within which to complete the program of study and maintain satisfactory academic progress for financial aid purposes.

Remedial Coursework

Students enrolled in a degree or certificate-granting program may receive financial aid for remedial coursework. However, federal regulations prohibit the receipt of financial aid for more than 30 semester hours of work. ESL (English as a Second Language) courses do not count against this limit.

Petitions for Exception to Standards of Satisfactory Progress

Students may request an exception when failing satisfactory progress standards by submitting a petition to the Student Financial Aid Office. A committee will review each petition. Students may not request an exception to fund a semester which has already ended except for Direct loans. Petitions must contain the following:

1. A personal statement, explaining the extenuating circumstances which prevented Satisfactory Academic Progress toward a degree or certificate. If the student's transcript indicates difficulty for more than one semester, the petition must address the circumstances pertaining to each of these terms, and should also explain how they have been resolved
2. Documentation: For example, if you had an illness that prevented you from attending classes, you must provide a statement from your physician or photocopies of medical bills or statements containing a description of the illness and the dates that indicate when you suffered from that illness.
3. Degree summaries signed by academic advisors, for students who are close to, or exceeding the maximum time frame. Students who are close to exceeding the maximum time frame whose petitions are denied, are not eligible to receive financial aid for any hours remaining prior to reaching the 150% maximum.

Possible Outcomes for Petitions

Petitions decisions have three possible outcomes: probation, an academic plan, or a denial of the request for exception.

1. Probation – Allows a student to continue receiving aid while attempting to get back to the cumulative academic progress standards. This is only permitted when the student is mathematically within one semester of good standing.
2. Academic Plan – A student approved on an academic plan, may continue to receive financial aid funds. However, their academic performance will be monitored on a semester by semester basis. The requirements and standards of performance are different for each student and will be outlined when they sign their academic plan with a financial aid officer. Generally, the plan involves a minimum semester GPA, a minimum completion percentage (e.g. completing all courses you attempt), and at times, the strict following of the student's degree plan.
Failure to meet the terms of an academic plan will result in the loss of financial aid eligibility for all future semesters until the student meets the overall standards of academic progress. Per federal regulation, the UNM Financial Aid Office cannot grant an additional appeal in this case, except in cases where a new unexpected extenuating and documented circumstance exists. Even in this latter case, an additional approval to receive financial aid is not guaranteed.
3. Denial – A petition may be denied. In this case the student is ineligible for financial aid funds. The student may appeal again after the next semester, though a different outcome is not guaranteed. The student may also regain eligibility by

meeting the cumulative standards of academic progress.