



# Satisfactory Academic Progress Policy

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A I D

**F**ederal regulations require that all students make satisfactory academic progress in a program of study to maintain eligibility for financial aid. In order to comply with these regulations, the Office of Financial Aid has developed the following standards to measure satisfactory academic progress (SAP). These standards may differ from college academic requirements.

## Completion Rate

All students are required to pass 67 percent of all credit hours attempted in their current degree program at the University of Colorado at Boulder. Grades of D- or better are considered passing, while grades of W, IW, IF, or F are not and will decrease the completion rate. Classes dropped during the drop/add period do not lower the completion rate. The completion rate is not evaluated until a total of 23 credits hours have been attempted.

Example:

*Fall semester*

	<u>Credit Hours</u>	<u>Grade</u>
Course 1	3	A
Course 2	3	W
Course 3	3	C
Course 4	3	B
Attempted	12	
Completed	9	

*Spring Semester*

	<u>Credit Hours</u>	<u>Grade</u>
Course 1	3	W
Course 2	3	C
Course 3	3	C
Course 4	3	F
Attempted	12	
Completed	6	

Total attempted credit hours = 24  
Total completed credit hours = 15  
Completion Rate:  $15 \div 24 = 62.5\%$

Outcome: Student is in violation of the Satisfactory Academic Progress Policy and will lose eligibility for financial aid.

## GPA

At the end of four (4) terms, undergraduate students are required to have a 2.00 or higher cumulative GPA. Only the GPA at the Boulder campus will be taken into consideration.

Graduate students must achieve an academic standing consistent with the graduate school's academic standards by the end of their first semester.

All students must have a 1.00 GPA or higher at the end of any term.

## Over hours

Undergraduate students are required to complete their coursework within 180 credit hours and will be in violation of the satisfactory academic progress policy if they exceed this limit. Typically, 120 credit hours are required to graduate with a Bachelor's degree. Students will receive a warning after 135 credit hours. Attempted hours include all transfer hours regardless of whether or not they count toward a degree. Every effort should be made by the student to ensure completion of their degree program before the 180 credit hour limit.

## Withdrawals

Students who receive financial and do not complete any credit hours in a term will be in violation of the Satisfactory Academic Progress Policy. This includes financial aid recipients who drop all of their courses during the drop period, officially withdraw from the university, or receive all F's at the end of term.

## Non-degree Students

Non-degree students enrolled through the Division of Continuing Education and Professional Studies must adhere to a separate set of academic standards:

- ❖ Complete a minimum of 6 credit hours each term.
- ❖ Must have a minimum GPA of 2.00 (cumulative and semester).
- ❖ Complete all courses attempted.

## Scholarships

Private and institutionally awarded scholarships are monitored as part of the satisfactory academic progress review. In the event a student fails to meet SAP requirements, Scholarship Services is obligated to contact either the private scholarship donor or the awarding department and notify them of the student's standing. It is up to the donor or the department to determine if the student is allowed to keep the scholarship award. In the event the scholarship is cancelled, any appeal must be made directly to the donor. For questions regarding your scholarships, contact Scholarship Services at **303-492-4533**.

**Colorado**  
University of Colorado at Boulder

**Loss of Financial Aid Eligibility**

Satisfactory academic progress is reviewed at the end of each term, including summer. Students who fail to meet these standards will receive an e-mail notification and a letter, which will include an appeal form and a copy of the policy. Students can regain financial aid eligibility by having an appeal approved by the Satisfactory Academic Progress Review Committee or by improving their academic record to meet the required standards.

**Appeal Process**

Appeals should be submitted to the Office of Financial Aid within four (4) weeks of notification. A complete appeal will include the following:

1. The appeal form
2. A personal statement explaining the circumstances that prevented you from making satisfactory academic progress and a plan on how you will improve your academic record
3. Supporting documentation (Examples: letters from professor, medical documentation, etc.)
4. For over hours violation: submit copy of the official Satisfactory Academic Progress Projected Graduation Degree Audit form signed by your advisor

Appeals submitted without proper documentation will be considered incomplete and will not be reviewed. For complete appeals, decisions are generally made within 2-4 weeks upon receipt of the appeal. If a decision is made to deny the appeal, the student may request a second review by the committee only if the student can provide new information and documentation that may have been omitted from the initial appeal.

**SAP Contact Information**

For questions about this policy contact us:

The financial aid office is in Regent 175.  
 9:00 a.m.-5:00 p.m. (fall/spring)  
 9:00 a.m.-4:30 p.m. (summer)

Internet:

Home Page: [www.colorado.edu/finaid](http://www.colorado.edu/finaid)  
 E-mail: [rapdesk@colorado.edu](mailto:rapdesk@colorado.edu)

Phone:

303-492-0739 SAP  
 303-492-2226 FAX

Write:

University of Colorado at Boulder  
 Office of Financial Aid  
 SAP Committee  
 77 UCB  
 Boulder, CO 80309-0077