

## FINANCIAL AID SATISFACTORY ACADEMIC PROGRESS POLICY

Federal and State Financial Aid Satisfactory Academic Progress Policies require that all students receiving federal (Title IV) and/or state financial aid benefits meet and maintain specific academic standards. Except for some private scholarships, all forms of financial aid are affected by this policy.

Your academic record, a maximum of 90 transfer credits, and all credits attempted while you are not receiving financial aid are subject to Financial Aid Satisfactory Academic Progress Policy. Your academic progress must be evaluated at the end of each semester in which you attend school, and it must be reviewed before any disbursement of financial aid funds for a new semester.

Please note:

If all of your final grades post as “F”, “F#”, “U”, “UE”, “U#”, “NX”, “CC”, and/or “NC”, by Federal regulation we are required to assume you unofficially withdrew. Your earned aid will be calculated based upon 50% attendance of the term, thus, you have earned only 50% of your total aid and you must repay all or a portion of your unearned federal aid.

The Financial Aid Satisfactory Academic Progress Policy at Metropolitan State College of Denver is evaluated using the following four categories.

### 1. Good Standing

You are considered as being in good standing during the first 130 credit hours of coursework you attempt at Metro State:

- By maintaining a cumulative and semester grade point average (GPA) of at least 2.0.
- By maintaining a cumulative completion rate above 80%.

### 2. Warning

You will be placed in warning status if you have completed between 75% and 80% of the total number of credit hours attempted at Metro State, or

if you have attempted between 130 and 180 cumulative credit hours including transfer hours. As warning status does not affect your financial aid disbursement, it is not necessary to appeal warning.

There is no Warning status with regard to GPA. A GPA of 2.0 or higher warrants Good Standing and a GPA below 2.0 warrants Suspension. Completion rate, attempted/remedial hours may still warrant Suspension even if one's GPA is above 2.0.

### 3. Probation

You will be placed on probationary status if you fall into the suspension criteria and it is the first time you have been under financial aid suspension at Metro. Only one probationary period is allowed.

Since probation status does not affect your financial aid disbursement, it is not necessary to appeal probation. Probation does not apply if you have attempted 180 or more credit hours.

### 4. Suspension

You will be placed on suspension status and will not be eligible to receive financial aid at Metro State for one or more of the following reasons:

- **You do not attain a 2.0 cumulative GPA after one semester on probation.**  
To obtain good standing you must raise your cumulative GPA to a 2.0 without the benefit of financial aid. You may appeal by documenting the reasons you have been unable to achieve a 2.0 cumulative GPA.
- **You fail to complete at least three-quarters (75%) of the total number of credit hours you have attempted at Metro State.**  
To obtain good standing, you must attain a cumulative completion record equal to three-quarters (75%) without the benefit of financial aid. You may appeal and document the reason you have been unable to complete at least three-quarters of the total credit hours you have attempted.
- **You reach the equivalent of 180 credits attempted toward an undergraduate (bachelor's) degree.**

Your entire academic record, a maximum of 90 transfer credits, and all credits attempted at Metro State (even if you were not receiving financial aid) will be counted toward the 180 credit-hour limit. You may appeal by explaining your plans and timeline for graduation. If you have attempted 185+ credits, you may be required to have a cumulative completion rate of 80% or above with a cumulative GPA of 2.0 to be considered for approval.

- **You have attempted 30 or more remedial credit hours.**

If you have completed 30 or more remedial credit hours, you may have an appeal approved with documentation from your academic adviser.

## THE APPEAL PROCESS

If you are placed on financial aid suspension, you have the right to submit a written appeal to our office. Your appeal must be based on extenuating circumstances that prevented you from meeting the requirements of this policy. Extenuating circumstances can be defined as medical problems, a death in the immediate family, and /or extreme personal problems. Documentation of the circumstances must be submitted with your appeal.

Your appeal must also explain why the circumstances no longer exist, and what you will do to ensure meeting the policy in the future. You can obtain a suspension appeal form in the Office of Financial Aid or do an online appeal at <http://www.mscd.edu/financialaid/keepingawards/sapweb.shtml>

Your appeal will be reviewed by a financial aid counselor. All appeals related to attempted credits over 180 will be reviewed by the Professional Judgment Committee.

You will be notified via email the result of the appeal. If your appeal is denied, you may submit additional documentation in writing to the Professional Judgment Committee. The decision of the PJ Committee is final.

**If you are placed on *academic* probation or suspension and have not registered for classes through the office of Student Academic Success (CN 103, 303-556-4722) by the Friday before the first week of classes, your appeal will be denied.**

## THINGS TO REMEMBER ABOUT FINANCIAL AID SATISFACTORY ACADEMIC PROGRESS POLICY

If you are on financial aid suspension, all financial aid is suspended, including grants, student loans, scholarships and work-study. **A student on suspension will not be considered for any financial aid awards at Metro State.**

If you receive a probation letter, you do not need to appeal. Probation letters are sent only to make students aware of the Financial Aid Satisfactory Academic Progress Policy.

You must complete credit hours with a grade of D or above. Grade notations of AP, CC, CL, EX, F, D#, F#, I, NC, NR, PL, PP, SA, SN, U, U#, or UE do not meet financial aid satisfactory academic progress requirements for credit hour completion. Grade notations with the # symbol following the grade indicate a remedial course. Please note that remedial courses require a grade notation of C# or above to be considered completed. The credit hours you attempt but do not complete (including official withdrawals and tuition and fees appeals) will be counted when determining the total number of credits you have attempted toward the 180 credit-hour limit.

Under this review policy, you must attain and maintain a cumulative completion record that reflects three quarters (75%) of the total number of credit hours you have attempted at Metro State.

Your entire academic record is considered when your appeal is reviewed. Please note that this includes any semesters where you paid for school without financial aid assistance.

When an Incomplete or grade change occurs, the student has until census date of the following semester to have the grade updated and must then notify the Office of Financial Aid to recalculate his/her SAP status.

You must have an appeal submitted by **December 1** to retain eligibility for **fall** semester aid. You must have an appeal submitted by **May 1** in order to retain eligibility for **spring** semester aid. You must have an appeal submitted by **August 1** in order to retain eligibility for **summer** semester aid.

A maximum of 30 credits of remedial coursework may count toward the maximum credits you may attempt while maintaining financial aid eligibility. According to Metro's institutional policy, remedial course grades do not count in your semester or cumulative GPA; however, remedial courses are considered as completed credit hours (only if you receive a grade of A#, B#, or C#).

If you are awarded in error while on suspension, you will be responsible for repayment.

### DO YOU NEED ASSISTANCE?

1. Talk with your professor(s) about study groups, tutoring and other help available through the academic departments.
2. Contact the Tutoring Center for assistance early in the semester to stay ahead of your academic challenges.
  - Tutoring Center — Tivoli, Room 124
  - Tutoring Center — Central Classroom 103
  - Phone 303/556-6439
3. Contact Student Support Services for assistance if you are a First Generation college student, disabled student or are considered low income.
  - Student Support Services — Central Classroom, Room 101
  - Phone 303/556-4722
4. The Institute for Women's Studies and Services (1033 9th St. Park) offers one credit weekend classes including Stress Management and Time Management. Check your current class schedule for times and dates.

Student Support Services offers workshops for all students in the area of Stress Management, Time Management, Test Taking Strategies and Study Skills. Contact Student Support Services for a current schedule of workshops.

What is...

# FINANCIAL AID SATISFACTORY ACADEMIC PROGRESS?



METROPOLITAN STATE  
COLLEGE *of* DENVER

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## OFFICE OF FINANCIAL AID

Campus Box 2  
PO Box 173362  
Denver, CO 80217-3362

Location: Central Classroom 116  
Phone: 303-556-8593 option 1  
Fax: 303-556-4927  
Website: <http://www.mscd.edu/financialaid/>

Office Hours:  
Mon 8:00am – 6:00pm  
Tues - Friday 8:00am – 5:00pm