

Undergraduate Students Guidelines

The United States Department of Education requires students to progress through their academic program in a timely manner in order to maintain eligibility for Title IV funds. Eligibility for Union College Institutional Funds is also based on the same standards as Federal Aid eligibility as defined below.

All students receiving Title IV financial assistance are reviewed for Qualitative, Quantitative*, and Maximum Timeframe standards of Satisfactory Academic Progress (SAP) on a semester basis. All students must maintain SAP toward their degree.

Qualitative Standard

- Undergraduate students who do not achieve at least a 2.0 Cumulative Grade Point Average (GPA) are no longer eligible for Federal and Institutional Financial Aid.

Quantitative Standard

- Students who fail to complete at least 67 percent of units attempted will not be eligible to receive Title IV and Institutional financial awards. Federal regulations require that a student complete (earn) a minimum of 67 percent of the credits they attempt in order to remain eligible to receive student financial aid.
- Attempted credits include:
 - All credits for courses in which a student is enrolled as of the last day to add/drop.
 - All credits for courses in which the student enrolled, but later withdrew or failed.
 - Transfer credits from another school that are accepted by Union College.
 - Credits earned through examination.
- Earned Credits include:
 - All credits completed with grades of 'D' or better.
 - Transfer credits from another school that are accepted by Union College.
 - Credits earned through examination.

All Union College students must successfully complete (earn) 67 percent of the total cumulative credits attempted as a condition for continued financial aid eligibility.

Maximum Time frame

- Students may receive financial assistance up to 150 percent of the units necessary to complete their program. Therefore, undergraduate students may not receive aid for terms subsequent to the student reaching (or exceeding) 192 attempted hours.
- When transferring to Union College, attempted units from all other institutions where the student attended will be included when determining the total units attempted.
- When a student changes their major the units from their previous program that qualify for their new program will be calculated in the total.
- Union College allows one change of major when calculating the 150 percent.
- Units from the previous degree which count toward the subsequent degree will be added to the total when calculating the 150 percent.
- When transferring to Union College, attempted units from all other institutions where the student attended will be included when determining the total units attempted.

Graduate Students Guidelines

A graduate student must maintain an overall cumulative grade point average of at least 2.8 and must satisfactorily complete 67 percent of the credit hours attempted each year. Graduate students may only receive Title IV assistant up to 150 percent of the required time to complete their graduate degree.

Financial Aid Warning

Students who fail to meet all SAP regulations receive a Financial Aid warning for one semester. During the warning semester, students are eligible to receive financial aid as awarded. Performance during this semester determines whether financial aid is given in future terms. Federal, state and institutional aid is terminated after the warning semester if the student fails to meet the overall SAP requirements.

Financial Aid Termination

A student who does not meet satisfactory academic progress standards will not be eligible for federal, state or institutional aid until all SAP requirements are met or an appeal is approved by the Student Financial Services committee. Students who are disqualified from receiving financial aid may choose to re-enroll. However, any previous balance and all tuition and fees for the current term must be paid or guaranteed prior to enrollment.

Financial Aid Termination Appeal

Students have the right to appeal this decision. Appeals must be based on relevant, significant and documentable extenuating circumstances such as serious injury, illness, death of a close relative or other special circumstances. Appeal form is online and must be submitted to the SFS Director at least two weeks prior to the semester. If an appeal is approved, the student will be placed on Financial Aid probation for one semester and evaluated at the end of the semester. A student on Financial Aid probation is eligible for Title IV aid and institutional aid for the approved semester. Performance during this semester determines whether financial aid is given in future terms. Federal, state and institutional aid is terminated after the probation semester if the student fails to meet the overall SAP requirements.