



## SATISFACTORY ACADEMIC PROGRESS REINSTATEMENT POLICY AND PROCEDURE

Satisfactory Academic Progress (SAP) for financial aid eligibility has two components: 1) credit earned and 2) cumulative University grade point average (GPA). The following are options for regaining your financial aid eligibility:

### **1) IF YOU HAVE A LOW GPA OR A COMBINATION OF BOTH LOW GPA AND CREDIT DEFICIENCY, THEN:**

- a) You must earn the credits at this University to raise your cumulative GPA. Anytime a GPA is part of the reason why you are not eligible for financial aid, credit must be earned at this University. Coursework must be applicable toward your degree objective. No financial aid can be received while raising your GPA.
- b) If you complete a course which previously had an incomplete grade, you must submit the Reinstatement Request so the grade and credits can be verified
- c) To correct a credit deficiency, credit must be earned in a semester subsequent to the credit deficiency.

### **2) IF YOU ONLY HAVE A CREDIT DEFICIENCY, THEN:**

- a) Coursework at this University is recommended. However, credits at another university or community college within NSHE, and/or a college with whom the University has a written transfer agreement may be taken to make up credits. No financial aid can be received for this coursework. The credits can transfer, but the GPA for that coursework does not transfer.

Students should consult with the Transfer Center in the Office of Admissions and Records regarding matriculation agreements with other colleges and transferable coursework to ensure the coursework is acceptable toward their degree.

- b) If you complete a course, which previously had an incomplete grade, you must submit the Reinstatement Request so the grade and credits can be verified.
- c) Credit must be earned in the semester during or after the credit deficiency occurred.

### **PROCEDURE:**

1. Submit the Reinstatement Request after all coursework has been completed. Follow all instructions carefully and completely. Incomplete forms cannot be processed and will delay the review.
2. Ensure your transfer coursework records are sent to our Office of Admissions and Records (A&R) by contacting the college sending the information. We cannot review your request until A&R posts the credits and recalculates the GPA.
3. Be prepared to pay your fees by the fee payment deadline. Just prior to the start of the semester, it may take up to 15 working days for A&R *and* Financial Aid to process your documents. Fees cannot be postponed while you remain ineligible to receive financial aid.

# SATISFACTORY ACADEMIC PROGRESS REINSTATEMENT REQUEST

Current Academic Year: \_\_\_\_\_

Student Name: \_\_\_\_\_ R#: \_\_\_\_\_

Address: \_\_\_\_\_  
                    No.                      Street                      Apt.                      City                      State                      Zip Code

E-mail Address: \_\_\_\_\_@unr.nevada.edu      Local Phone: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Semester and year deficiency occurred: \_\_\_\_\_ Semester and year of termination: \_\_\_\_\_

Number of credits deficient: \_\_\_\_\_ GPA at the time aid was terminated: \_\_\_\_\_

**LIST COURSEWORK COMPLETED:**

Course Name and Number	Grade/Credits Received	Term	College (i.e, UNR/TMCC)
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**Student Signature**

**Date**

**OFFICE USE ONLY**

\_\_\_\_\_ Semester SATP Problem: \_\_\_\_\_ Credits Deficient \_\_\_\_\_ GPA Problem

- ⇒ Approved \_\_\_\_\_
- ⇒ Schedule an appointment with a financial aid advisor \_\_\_\_\_
- ⇒ Pending \_\_\_\_\_
- ⇒ Disapproved \_\_\_\_\_
- ⇒ Other \_\_\_\_\_

FAO SIGNATURE

DATE

FA COMMENTS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

SS#: \_\_\_\_\_