

Financial Aid Satisfactory Academic Progress (SAP) Policy - 4A2

United States Department of Education regulations, Illinois Student Assistance Commission rules, and University policy require a student applying for and/or receiving Federal, State, and University financial assistance to maintain Satisfactory Academic Progress in order to receive these funds. Students must be making Satisfactory Academic Progress regardless of whether the student has previously received aid. The standards must be cumulative, and as such, all prior terms of attendance are included in the evaluation, per Federal, State, and University regulations. Students who have been academically suspended from the University are also suspended from financial aid and, if allowed to re-enroll, must submit a financial aid appeal or achieve Satisfactory Academic Progress standards without the benefit of financial aid.

Purpose

The intent of this policy is to 1) ensure that students using financial aid programs are demonstrating responsible use of public funds in pursuit of their educational goals; 2) set standards for monitoring all financial aid recipients' course completion rates each term; and 3) give students whose progress does not meet the standards of this policy at least one term of financial aid on a warning basis in which to improve their academic progress.

Definitions

1. Attempted course - A course which remains on the student's record after Census.
2. Completed course/earned credit - A course in which a grade of A, B, C, D, or P was received. Withdrawals (WP, WE, WF, W, WR, and UW), progress grades (PR), no credits, no grades (NG), blank grades, incomplete grades (I), audits (AU), and failures (E, F) are not considered "earned credit" for meeting progress requirements.
3. Developmental course - Course with the prefix of "AD" or numbered "0XX" (not 100 level skills courses).
4. Financial aid - Federal Title IV programs, plus the State and institutional programs listed below.
 - Federal Pell Grant
 - Federal Perkins Loan
 - Federal Supplemental Educational Opportunity Grant (FSEOG)
 - Federal Work Study
 - Federal TEACH Grant
 - William D. Ford Federal Direct Loan (subsidized and unsubsidized)
 - William D. Ford Federal Direct PLUS Loan (Parent or Graduate)
 - Illinois Monetary Award Program (MAP)
 - Illinois Special Education Teacher Tuition Waiver Program, MTI Scholarship Program
 - AIM HIGH Grant
 - SIUE Foundation Grant
 - SIUE Foundation Loan

- SIUE Regular Student Employment
 - SIUE Scholarships
 - SIUE Grants
 - SIUE Student-to-Student Grant
 - SIUE Tuition Waiver (except employee waivers)
5. Financial Aid Warning - A status assigned to a student who has been identified as not meeting one or more standards in this policy but who can continue to receive financial aid.

If at the end of the Warning term, a student has achieved a cumulative completion rate greater than or equal to 67 percent **and** the cumulative GPA is greater than or equal to 2.00, the student will be considered to be making Satisfactory Academic Progress for financial aid purposes.

If at the end of the Warning term, a student has not achieved a cumulative completion rate of greater than or equal to 67 percent **and/or** the cumulative GPA is not greater than or equal to 2.00, the student will be placed on Financial Aid Termination.

6. Financial Aid Termination - The point at which a student is no longer eligible to receive financial aid as defined in this policy; normally, this is following an unsuccessful term of Warning or Probation.
7. Financial Aid Probation - A status assigned to a student who fails to meet Satisfactory Academic Progress, has successfully appealed that decision, and has eligibility for financial aid restored.

If at the end of the Probation term, a student has achieved a cumulative completion rate greater than or equal to 67 percent **and** the cumulative GPA is greater than or equal to 2.00, the student will be considered to be making Satisfactory Academic Progress for financial aid purposes and full financial aid is restored.

If at the end of the Probation term, a student has not achieved the required cumulative rate, but the term satisfies the Academic Plan, the student will stay on Probation as the term progress contributes to the cumulative progress.

If at the end of the Probation term, both the cumulative and term requirements are not met according to the approved Academic Plan, the student will be placed on Financial Aid Termination.

8. Incomplete - A grade of "I" received for an attempted course in which a student did not complete all work required for the course during the term and has permission of the instructor to do so within a specified time period. The student receives no credit until the course is completed. Incomplete hours, as defined by Registrar policy, are included as 'not earned' hours in completion rate calculations.

9. Maximum timeframe - Time limit set for receipt of financial aid that is specific to a student's program of study. Federal law defines this limit as 150 percent of published program length.
10. Repeat Course - A course that has been previously attempted. Only the most current grade is included in the GPA calculations. All attempts are included in the completion rate calculations. Per Registrar policy, you may only repeat a course 3 times. After the fourth course attempt, you will be restricted from registering for the class again.
11. Satisfactory Academic Progress/Satisfactory Progress - Completion of courses and achieving a cumulative GPA which meet the standards defined in this policy.
12. Transfer credit - Course accepted for credit at SIUE from another institution. Accepted transfer hours are not included in cumulative GPA calculations, but are included in cumulative completion rate calculations.

Authority

The Higher Education Act of 1965 as amended and final regulations set by the United States Department of Education (34CFR668.16) require that institutions of higher education establish reasonable standards of satisfactory academic progress as a condition of continuing eligibility for Federal aid programs. Nothing in this policy shall be construed as an exemption from the requirements of any other Federal or State agency, or other granting or governing authority that apply to a student or to the financial assistance the student receives, nor does this policy limit the authority of the Office of Student Financial Aid Director when taking responsible action to eliminate fraud or abuse in these programs.

Satisfactory Progress Standards

To remain eligible to receive financial aid students must:

- complete courses at an overall rate which will ensure graduation within the maximum timeframe (67 percent - not rounded);
- complete developmental and incomplete courses in a timely manner (67 percent - not rounded);
- graduate within the maximum timeframe (150 percent) specific to their degree programs;
- maintain academic standing, usually a specific term and cumulative grade point average, consistent with SIUE academic policy.

Satisfactory Academic Progress is checked at the end of each academic term.

Maximum Timeframe - To retain financial aid eligibility, a student must complete the degree program within 150 percent of the published program length. Attempted hours for this purpose include regular course hours, as well as accepted transfer credit. Once the maximum timeframe has been reached, the student is ineligible for financial aid unless additional time to complete the degree is approved through appeal. Developmental hours are eliminated from the

timeframe limit; while they may be required, they do not contribute to the hours required for a degree.

Overall Cumulative Completion Rate - Completion rates reflect the rate at which students earn credit for courses attempted (for example, a student earning credit for 9 of 12 attempted hours would have a 75 percent completion rate). A student must complete at least 67 percent of the attempted hours. This percent is not rounded up or down. A student's attempted hours are determined by the official enrollment status at Census for a given term or class. Accepted transfer hours are included in the cumulative completion rate calculations as both earned and attempted hours.

Developmental Course Completion - Students taking developmental courses are eligible to receive financial aid for the first thirty hours of developmental classes attempted. Developmental courses are not included in GPA calculations, but must be included in the same 67 percent cumulative completion rate as other courses.

Grade Point Average - Students must meet the University's policy on academic standing, grades, and grade point average as defined by the Registrar. Accepted transfer hours are not included in the cumulative GPA calculations.

Notification of Financial Aid Warning or Termination

The Office of Student Financial Aid will post on CougarNet the status of any student who is placed on financial aid Warning or financial aid Termination. It is the responsibility of the student to monitor current standing on CougarNet.

The Office Student Financial Aid will send a Warning email to any student who is put on financial aid Warning or a Termination letter to any student who is no longer eligible for financial aid. It is the responsibility of the student to maintain current addresses with the Office of the Registrar.

Reinstatement

A student may have their financial aid eligibility reinstate by the appropriate process listed below:

1. *Reinstatement through Appeal of Termination Related to Satisfactory Academic Progress* - A student who does not meet the undergraduate or graduate overall completion rates and GPA specified in this policy will be put on Warning for one term following identification of unsatisfactory progress. If, at the end of the Warning term, satisfactory academic progress has not been reached, the student is terminated from receiving financial aid.

The student may appeal termination of financial aid eligibility on the basis of: personal

injury or illness, the death of a relative, or other special circumstance (see Appeal form). The appeal must be in writing on the appropriate form and be accompanied by a graduation plan prepared by the student's academic advisor, a letter from the student explaining the circumstances beyond the student's control that caused the semesters of unsatisfactory performance, and third party supporting documentation.

Once all of the documentation has been received, the appeal is forwarded to the Financial Aid Appeal Committee for review. The committee is comprised of at least three faculty and/or staff members familiar with SIUE academic policy. The committee considers appeals in a timely manner and reviews only the written record. The Director of Student Financial Aid may also review appeals without the committee on occasion.

If the appeal is approved, financial aid is reinstated for one semester on a probationary basis. If academic plan requirements are met during the probationary term, the student may remain on probation until the cumulative 67 percent completion rate and 2.00 GPA have been achieved, at which time the student would be back in good standing.

If the appeal is denied, a student may request a review of the decision. This request must include additional information/documentation that was not included in the original appeal. If the request is denied by the committee, the student may request a second review of denied appeal to be evaluated by the Associate Vice Chancellor of Enrollment Management. A decision rendered by the Associate Vice Chancellor of Enrollment Management is considered final.

2. *Reinstatement through Appeal of Termination related to Maximum TimeFrame* - If a student reaches the 150 percent maximum timeframe but has not received a degree, the student must appeal on the appropriate form and provide a transcript and graduation plan that have been completed by the academic advisor. The advisor will mark classes the student has completed that are not applicable to the current major. The applicable hours are recalculated, and if the new total is below the 150 percent maximum hours allowed by Federal law, the student will be allowed to receive financial aid on probation for one or more specified terms until the degree is completed.
3. *Reinstatement of a Student with Grade Changes* - The student must notify the Office of Student Financial Aid of any grade changes, including grades posted for incomplete courses. The student may regain eligibility should these changes result in satisfactory progress.
4. *Reinstatement by Achievement* - Students who have been suspended from financial aid (including students who have lost financial aid eligibility due to academic suspension) may seek reinstatement by achieving, without the benefit of the aid from which the student has been suspended, both the cumulative 67 percent completion rate and cumulative 2.00 GPA required. Reinstatement may be requested for the term after the minimum cumulative standards are met.

Promulgation

This policy will be included in University catalogs and other appropriate University publications. The policy, or a summary of its primary features, will be provided to each financial aid recipient with his or her award letter. The Office of Student Financial Aid will update it as needed.

Amendment to the Policy

This policy will be amended whenever applicable Federal or State law or regulations are changed. Upon approval of the Chancellor, the Director of Student Financial Aid is authorized to incorporate and implement changes required in this policy by Federal or State law or regulations. Other amendments to the policy, not required by changes in the law or regulations, will be considered through the revision procedures.

Approved by Chancellor effective 2/22/19

This policy was issued on February 25, 2019, replacing the April 1, 2004 version.

Document Reference: 4A2

Origin: OP 7/21/86; OP 11/29/89; OP 4/9/90; OP 11/5/90; OP 5/9/91; CC 16-91/92; OP 4/21/95; OC 3/26/04; OC 2/22/19