

Satisfactory Academic Policy – Undergraduate/Graduate

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 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 successfully complete the reinstatement process or have an appeal granted in order to receive future 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 (or each year for dental medicine students), warning individual students when progress is so slow that financial aid eligibility may run out before completion of the degree program; and 3) give students whose progress does not meet the completion rate and/or GPA standards of this policy at least one term of financial aid on a probationary basis in which to improve their academic progress.

Definitions :

1. **Attempted course** - A course which remains on the student's record after the first two weeks of the term.
2. **Completed course/earned credit** - A course in which a grade of A, B, C, D, or P was received. Withdrawals (WP, WE, [WF EFFECTIVE FALL 2001], W and UW), progress grades (PR), no credits, blank grades, incomplete grades (I), audits (AU), and failures (E) [(F) EFFECTIVE FALL 2001] 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.
 - o Federal Pell Grant
 - o Federal Perkins Loan
 - o Federal Supplemental Educational Opportunity Grant
 - o Federal Work Study
 - o William D. Ford Federal Direct Loan (subsidized and unsubsidized)
 - o William D. Ford Federal Direct PLUS Loan
 - o Illinois Monetary Award Program
 - o Illinois Merit Recognition Scholarship
 - o Illinois Paul Douglas Teacher/MTI/ITEACH Scholarship

- o SIUE Foundation Grant
- o SIUE Foundation Loan
- o SIUE Regular Student Employment
- o SIUE Scholarships
- o SIUE Student-to-Student Grant
- o SIUE Tuition Waiver (except graduate and employee waivers)

5. **Financial aid probation** - A term in which a student who has been identified as not meeting one or more standards in this policy continues to receive financial aid.

If, at the end of the probation term, a student has achieved a cumulative completion rate greater than or equal to 67% and their cumulative GPA is greater than or equal to 2.00 they will be considered to be making satisfactory academic progress for financial aid.

If, at the end of the probation term, a student has not achieved the required cumulative rate, but their term completion rate is greater than or equal to 67% and their term GPA is greater than or equal to 2.00 they will stay on probation as their term progress contributes to their cumulative progress.

If, at the end of the probation term, both the cumulative and term requirements are not met the student will be placed on financial aid/academic termination/suspension.

6. **Financial aid termination/Academic suspension** - 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 probation.
7. **Incomplete** - A grade of "I" received for an attempted course; no credit until the course is completed.
8. **Maximum timeframe** - Time limit set for receipt of financial aid that is specific to a student's program of study. For undergraduate programs, federal law defines this limit as 150% of published program length.
9. **Satisfactory Academic Progress/satisfactory progress** - Completion of courses at a rate which meets the standards defined in this policy.
10. **Transfer credit** - Course accepted for credit at SIUE from another institution.

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 Director of Financial Aid when taking responsible action to eliminate fraud or abuse in these programs.

Satisfactory Progress Standards

- complete courses at an overall rate which will ensure graduation within the maximum timeframe (67%);
- complete developmental and incomplete courses in a timely manner;
- graduate within the maximum timeframe (150%) specific to their degree programs;
- maintain academic standing, usually a specific term and cumulative grade point average, consistent with SIUE academic policy.

Maximum timeframe - To retain financial aid eligibility, a student must complete his or her degree program within the published program length of the program, defined in cumulative attempted hours for undergraduate/graduate students and years for dental medicine students. Attempted hours for this purpose includes regular course hours, as well as accepted transfer credit. Once a student reaches the maximum timeframe, he or she is ineligible for financial aid. The timeframe limit may be reevaluated by the Director of Financial aid if there are program changes that can eliminate prior courses that do not apply toward the current degree program. Developmental hours are eliminated from the timeframe limit; while they may be required they do not contribute to the hours required for a degree.

1. Overall completion rate - Completion rates reflect the rate at which students earn credit for courses attempted. Federal and state regulations require all students to complete their degree program within 150% of the published program length. In order to accomplish this a student must maintain a cumulative completion rate of at least 67%. The official end of the 100% refund period is used to determine a student's attempted hours.
2. Incomplete grades - Students receiving excessive incomplete or "I" grades in their courses are not progressing satisfactorily. Consequently, a student who has six or more hours of incomplete in any term or at any time will be placed on financial aid probation for the next term of attendance and expected to complete the courses with "I" grades by the end of that term. Longer periods of probation may be granted on a case by case basis with coordination of the student and instructor.
3. Developmental course completion - Students taking developmental courses are eligible to receive financial aid for their first thirty hours of developmental classes attempted. Developmental courses must be completed at the same 67% cumulative completion rate as other courses.
4. Grade point average/Academic suspension - Students must meet the University's policy on scholastic standing, grades, and grade point average as defined in the appropriate catalog. A student who is on scholastic/academic suspension has not maintained acceptable academic

progress as defined in Federal and State regulation and is therefore terminated from financial aid. If readmitted or reinstated, the student may appeal to receive financial aid during a term of financial aid probation.

Notification of Financial Aid Probation or Termination

The Office of Student Financial Aid will send a warning letter to any student who is put on financial aid probation or a termination letter to any student who is no longer eligible for financial aid. The letter will be sent to the student's local address during any term of enrollment and to the permanent residence during term breaks. It is the responsibility of the student to maintain current addresses with the Office of the Registrar. Students on Academic probation are notified by the University of their standing, the financial aid office does not send notification of academic probation.

Reinstatement

1. Students who have been terminated from financial aid (including those who have lost financial aid eligibility due to academic suspension) may seek reinstatement by achieving, without the benefit of the aid from which they have been suspended, both the cumulative 67% completion rate and cumulative 2.00 GPA required. Reinstatement may be requested for the term after this occurs.
2. Student with grade changes - The student, after notifying Student Financial Aid of the grade change, including grades posted for incomplete courses, may regain eligibility should these changes result in satisfactory progress.
3. Students requesting evaluation of grade changes or reinstatement must notify the financial aid office, the office cannot automatically evaluate the progress of students who have met the reinstatement conditions or have had grade changes.

Appeals

Students who have extenuating circumstances that contributed to their failure to maintain Satisfactory Academic Progress may complete a Financial Aid Appeal. These circumstances must be documented.

Extenuating circumstances that will be considered in an appeal include, but are not limited to, the following:

- The death of an immediate relative.
- Severe personal injury or illness.

- Severe illness of a relative for whom the student has custodial responsibility.
- Loss of student's home by fire or flood.
- Military reassignment or required job shift change.
- Separation or divorce.
- Childcare and/or transportation problems beyond the student's control.

Extenuating circumstances that will not be considered in an appeal include, but are not limited to, the following:

- Complaint about instructor/course/staff/university policy.
- Failure to study/immaturity.
- Childcare and/or transportation problems within the student's control (ex. losing driver's license due to excessive tickets.)
- Failure to read, understand, and follow published Financial Aid and University policy.

Extenuating circumstances must be documented, and should pertain to all terms that contributed to the failure to maintain Satisfactory Academic Progress.

Students who cannot meet the above requirements for an appeal must reestablish Satisfactory Academic Progress through Reinstatement before regaining eligibility for assistance.

Students granted an appeal will regain eligibility for financial assistance on Probation. They will remain on Probation until both their completion rate and GPA are satisfactory according to the Satisfactory Academic Progress Policy. While on Probation, failure to maintain the required completion rate and GPA during any term will result in Termination.

The Financial Aid Appeals Committee consists of at least three faculty and staff members familiar with University academic policy. The Committee considers in a timely manner appeals that are referred to it. The Committee normally reviews only the written record and does not conduct hearings unless unusual circumstances warrant it. The Director of Student Financial Aid may also review appeals without the Committee on occasion.

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.