



Satisfactory Academic Progress (SAP) Policy

Federal regulations require that all students make Satisfactory Academic Progress (SAP) in a program of study to maintain eligibility for financial aid. SAP includes meeting the minimum GPA requirement for your program, completing 67% of all attempted course work, and completing your degree within 150% of the standard program length.

Requirements

GPA

Students must maintain a University GPA consistent with their academic program requirement. The University GPA is the official GPA on the student transcript. It is a cumulative GPA from all the campuses of the University for the student's current career (undergraduate or graduate). Grades of P, NC, W, and I are not included in the GPA calculation. SAP is recalculated for changes to GPA after I grade are updated to a letter grade. Incompletes (I) are changed to F's if not completed within the established time.

Undergraduate Program	GPA	Graduate Program	GPA
All other undergraduate programs	2.00	Graduate	3.00

Completion Rate (Pace of Completion)

All students must progress at a pace that allows the student to complete their program within the maximum allotted timeframe.

The pace is calculated by dividing the number of successfully completed credits by the number of attempted credits. Students must pass at least 67% of all attempted credit hours with a grade of D- or better, Pass (P).

Non-passing grades are F (failing), I (Incomplete), W (withdraw), or NC (no-credit).

Attempted credit hours are all hours for current career (undergraduate, or graduate) including transfer hours accepted at SIU from any other college or university. Repeated and failing grades will also count as attempted credit hours even if the grade is no longer calculated in the GPA.

Maximum Timeframe

Students have up to 150% of their program length to complete their degree before they become ineligible to receive financial aid (including federal Direct and PLUS loans).

Refer to the chart below to review the maximum timeframe by degree type:



DEGREE TYPE	MAXIMUM TIMEFRAME
ASSOCIATE	90 Credit hours
BACHELOR	180 Credit hours
MBA	63 Credit hours
MASTER OF EDUCATION	54 Credit hours
MASTER OF HOSPITALITY MANAGEMENT	54 Credit hours
NON- DEGREE TYPE	MAXIMUM TIMEFRAME
ESL	1350 clock hours

Undergraduate/ Graduate students' maximum timeframe is determined by credit hours. The maximum credit hours are all attempted hours for current career (undergraduate) regardless of grade received, transfer hours accepted at SIU from any other college or university. Repeated coursework and courses with non-passing grades are also included in maximum credit hours even if the grade is no longer calculated in GPA. All coursework is counted whether the student received financial aid.

For undergraduates, the maximum timeframe is intended for a student to complete all undergraduate coursework including changes in majors or degrees, or a second bachelor's degree.

Loss of Financial Aid Eligibility

SAP is evaluated at the end of every semester, including summer, whether the student receives financial aid for the semester. The first violation results in the student receiving a warning. The second violation results in loss of financial aid eligibility. All notifications will be sent to the student's official university email address.

Students are only given one warning for their entire career at SIU, even if they did not receive financial aid during the semester, they did not meet the minimum academic requirements.

Notification

Students currently receiving financial aid will receive notification of their warning or violation status, to their official university email address, when they are below their required GPA, or get close to meeting their completion rate and/or maximum timeframe.

If an undergraduate student has 60 or more non-passing credit hours, a review will also be done to determine if they can complete their program within the maximum timeframe. If it is determined that a student cannot complete their program within the maximum timeframe, they will be automatically suspended from receiving financial aid.



Appealing to Reinstate Financial Aid

Appeal Process

If a student has extenuating circumstances that prevent them from making academic progress toward a degree, an appeal may be submitted to the Office of Financial Aid. FA will review and consider appeals for extenuating circumstances such as a death in the family, a serious medical illness (personal or immediate family), accident, house fire, or other special circumstance.

A complete appeal will include the following:

1. SAP Appeal form
2. Personal statement explaining the circumstances that prevented academic progress toward a degree/certificate and a plan to ensure future academic success
3. Supporting documentation (Examples: letters from professors, medical documentation, etc.)

To expedite your appeal, submit all documents together and be as detailed as possible in your personal statement.

Deadline to Appeal

- July 1 to receive aid in the fall
- November 1 to receive aid in the spring
- April 1 to receive aid in the summer

Appeal Decision

If the appeal is approved, the student will be placed on probation and will be eligible to receive financial aid for a period of one term and will be issued an academic plan. The academic plan will provide conditions the student is required to meet for that term.

- If the student is not meeting SAP at the end of their probationary semester, but they are meeting the terms of their academic plan, their academic plan is rolled over to the next semester and the student will continue to be aid eligible.
- If the student is on probation and does not meet the SAP requirements or the terms of their academic plan, they will be suspended from receiving financial aid in future semesters.

If an appeal is denied or suspended after probation, the student may request a second review if the student can provide new information and documentation that may have been omitted from the initial appeal. Decisions on second appeals are final. Third appeals are not accepted.

A student can regain financial aid eligibility by meeting the SAP standards or the conditions set forth in their academic plan.

Definitions



The following definitions apply to the terms used in this section:

- **Warning:** A warning semester is given to every student the first time they violate minimum GPA or completion rate requirements. Students are still eligible to receive financial aid while in warning status.
- **Probation:** If a student has received a warning semester and is still in violation of the SAP requirements, the student is suspended from receiving financial aid. The student may appeal this decision and if the appeal is approved, the student will be placed on a probation semester, emailed an academic plan and will be eligible to receive financial aid for this semester.
- **Appeal:** Personal statement and supporting documentation asking for financial aid to be reinstated based on an extenuating circumstance that prevented the student from meeting Satisfactory Academic Progress. Appeals that are approved will allow a student a probationary semester and require that the student sign an academic plan.
- **Academic Plan:** If a student appeals their financial aid suspension and is approved, they will be assigned an academic plan detailing the academic performance and necessary measures required to maintain financial aid eligibility until meeting SAP.
- **Completion Rate (Pace of Completion):** All students must complete at least 67% of the credit hours they attempt. The rate is calculated by dividing the number of successfully completed credits by the number of attempted credits.