

### Purpose

The Federal Government, the States, and Southern Illinois University Carbondale have invested large sums of money to provide financially needy students the opportunity to obtain a post-secondary education. Financial aid recipients are responsible for using the funds provided in an acceptable manner. Therefore, a student who wishes to benefit from the receipt of financial aid funds must maintain "satisfactory progress" as defined in this policy.

### Authority

The U.S. Department of Education Student Financial Aid regulations (34 CFR 668) require that institutions of higher education establish and maintain reasonable standards to measure whether students applying for financial aid are making satisfactory academic progress toward degree completion. A student who does not meet these standards is not eligible to receive federally funded financial aid. In most instances, SIU shall make these standards applicable to all state and institutional aid programs for the purpose of maintaining a consistent and reasonable financial aid policy. However, nothing in this policy shall be construed as a reduction of external requirements by other federal, state, public, or private agencies when they award or control financial aid.

### Satisfactory Progress Standards

SIU requires that a student be making "satisfactory progress" toward a degree if he or she wishes to receive financial aid funds. An undergraduate student is making "satisfactory progress" toward a degree if successfully meeting each of three academic standards:

1. **Minimum SIU Percentage of the Cumulative Attempted Credit Hours Enrolled that must be completed:** An undergraduate student is expected to have completed a minimum of 67% of the cumulative attempted credit hours at SIU. Note: This is calculated using total earned hours divided by total attempted hours at SIU.
2. **Maximum Credit Hours Attempted:** An undergraduate student enrolled in a program leading to an Associate Degree is expected to complete their degree before accumulating ninety (90) credit hours attempted including both SIU and accepted transfer credit hours. An undergraduate student enrolled in a program leading to a Bachelor's Degree is expected to complete their degree before accumulating one hundred eighty (180) credit hours attempted including both SIU and accepted transfer credit hours. Note: This is calculated by adding total passed hours transferred from other schools to the total attempted hours at SIU. The maximum credit hours attempted will apply regardless of how many times a student changes majors or if the student is pursuing multiple majors or degrees.
3. **Minimum Grade Point Average:** An undergraduate student must maintain a cumulative grade point average of 2.0 at the end of each spring semester. The cumulative grade point average of all earned post-secondary hours is used. Failure to maintain the grade point average requirement also has implications regarding scholastic standing. The six grades of A, B, C, D, F, and WF - along with new plus/minus grades are included in determining grade point averages. The grade point average (GPA) for the term is calculated as the total quality points for all the courses in the term divided by the total quality hours for all the courses in the term. For an individual course, the quality points equal the number of quality hours multiplied by the grade point per credit hour for the appropriate grade. A=4, B=3, C=2 D=1 F=0 and W=N/A. Determining a cumulative GPA across multiple terms is done in a similar fashion by computing quality hours and quality points for each course, then calculating totals for quality hours and quality points across those terms. The cumulative GPA would then be total quality points divided by total quality hours. There is a GPA calculator within [SalukiNet](#) (search for "GPA") that a student can use to estimate future GPAs based on providing their expected future courses with hypothesized grades. For additional information, see "Grading and Scholastic Regulations" in the current Undergraduate Catalog.

The academic records of all aid recipients will be reviewed annually at the end of the spring semester to determine continued aid eligibility. An undergraduate student who does not meet any one of the three standards set forth above is not maintaining "satisfactory progress" toward a degree and will be determined ineligible for financial aid.

### Notification of Status

It shall be the responsibility of the Financial Aid Office to publish this policy and to notify by letter any student who is no longer eligible to receive financial aid funds. Said notice shall be addressed to the student's most current permanent address on file with the University.

**It shall be the responsibility of the student to inform the University of a correct, permanent address at all times.**

## Reinstatement

Students will have their eligibility to receive financial aid, **except institutional aid**, reinstated after having reached the level of satisfactory progress required of them by this policy. They may achieve this status by receiving passing grades for courses previously incomplete or incorrectly recorded as withdrawals or failing grades and/or earning sufficiently more than the required percentage of completed hours.

## Appeals

If a student is unable to meet the Satisfactory Progress (SAP) requirements due to extenuating circumstances, the student shall have an opportunity to appeal in writing to explain by submitting an **Undergraduate Satisfactory Progress Appeal Form and providing an Undergraduate Satisfactory Progress Academic Plan Form completed by you and your academic adviser**. Please use the **Undergraduate Satisfactory Progress Appeal Process** guidelines when submitting an appeal. The student must clearly explain the extenuating circumstances why SAP requirements were not met and provide proper documentation to support extenuating circumstance(s).

If the appeal is approved, financial aid is reinstated for on semester on a conditional basis. If academic plan requirements are during the conditions terms, the student may remain on conditions until the cumulative 67% complete rate and 2.0 GPA have been achieved, at this time the student will be put back in good standing.

If the appeal is denied, a student may request the appeal be sent to the Financial Aid Committee. The Committee may request additional information or documentation. The decision of the Committee is final.

Students who have over 90 attempted hours toward an Associate Degree or 180 attempted hours toward a Bachelor's Degree will have one opportunity to appeal; if they are approved but do not meet their conditions there will be no further appeals.

Students will have the option of attending/enrolling in classes when an appeal is necessary. However, financial aid eligibility will not be calculated and released unless the appeal is approved. **If the appeal is denied, the student is responsible for any balance owed to the University.**

**The appeal must be submitted to the Financial Aid Office by the following deadline:**

**Summer 23: June 16, 2023**

**Fall 23: August 25, 2023**

**Spring 24: January 20, 2024**

**Summer 24: June 14, 2024**

The Financial Aid Office will review the "mitigating circumstances" documented in the appeal and provide a written decision after the receipt of the appeal. The Financial Aid Office makes the final determination as to the validity of the mitigating circumstances presented on a case-by-case basis. Students with approved appeals will receive a Letter of Agreement with conditions for the term. The Letter of Agreement will need to be signed and returned to the Financial Aid Office before the end of the approved term for available aid to disburse.

## Definitions

**Attempted credit hours** shall be defined as the total SIU credit hours for which the student has been enrolled and includes completed courses with passing grades as well as courses that are incomplete or failed while attending SIU.

**Completed course/earned credit** - A course in which a grade of A, B, C, D, or P was received. Withdrawals (W,WU), incomplete grades (INC), audits (AU), and failures (F) are not considered "earned credit" for meeting progress requirements.

**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.

**Maximum credit hours attempted** shall be defined as the total SIU credit hours for which the student has been enrolled and includes completed courses with passing grades as well as courses that are incomplete or failed while attending SIU and the total accepted transfer credit hours.

**Credit hours completed** shall be defined as the total number of academic credit hours for which a student has completed. Failing grades, incompletes, withdrawals, audits, and remedial courses that do not count toward a degree shall not be considered as credit hours completed.

**Eligible students** shall be defined as those students who are admitted to the University in a degree-seeking classification. All other students are not eligible for financial aid.

**Mitigating circumstances** are the reasons that explain why the student has not met the Satisfactory Progress standards and can include medical reasons, family crisis, personal problems, or other circumstances which adversely affected student performance.

**Undergraduate** shall be defined as a student who is a freshman, sophomore, junior, senior or a senior with a Bachelor's degree seeking a second Bachelor's degree.

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