

Satisfactory Academic Progress (SAP) Appeal Policy

Based on federal regulations, all students who receive federal, state or institutional aid while they are enrolled at Indiana University South Bend must maintain a program grade point average of 2.00 or higher based on program requirements (undergraduate students) and 3.00 (graduate students). **In addition**, they must successfully complete 67% of all courses for which they enroll.

Students not meeting SAP standards may appeal for financial aid. However, circumstances leading to subsequent appeal cannot be the same as the previous appeal(s).

See information below for additional criteria required to file an appeal.

Based on current academic records, a student is placed on a Financial Aid Contract for the Award Year (Fall/Spring, may include Summer). At the end of each term, academic progress will be reviewed. In order to receive financial aid for the award year, students must for each term:

- Complete all credit hours enrolled in at the end of the 1st week of classes, **and**
- Achieve a minimum program grade point average of 2.00 or higher based on program (3.00 for a graduate student), unless otherwise specified on the contract **and**
- Receive no grades of "I", "F", "NC" or "W" for any class

Extenuating circumstances which result in a financial aid suspension may be appealed.

Circumstances leading to subsequent appeal cannot be the same as the previous appeal(s). Extenuating circumstances may include but are not limited to: Death, Prolonged Illness and Family issues.

Documentation must be relevant to the term for which the student was suspended. SAP Appeals may be pended if more information is needed to make a valid decision. Pended appeals will be reviewed individually as soon as requested documents have been received, and should not have to wait until the next scheduled meeting. **Approval of an appeal is not guaranteed.**

In general, students should have a minimum 1.50 cumulative GPA and at least a 50% completion rate to file an appeal, in order to show that the student is capable of academic progress. Explanation and study plans worked out with the student's academic advisor should show the student has put some thought into how he/she is going to be successful in continuing his/her education.

Students with Incomplete grades are required to complete those courses before any additional aid will be awarded or an explanation must be provided as to why an Incomplete was received.

Appeals received after a semester ends can only be approved for future semesters.

Students may appeal one time per event. Multiple appeals for the same event will be denied unless information previously submitted did not disclose all aspects of the situation.

All appeals must be submitted electronically, **no later than two weeks prior** to the start of the semester for which you are seeking financial aid.

The SAP Appeal committee typically is composed of two to three IU South Bend employees of which at least one will be an FA Administrator.

Students will be contacted by their IU South Bend email account and in writing regarding the decision made. Appeal decisions are **not** provided over the phone or in person.

All decisions made by the appeal committee are final.

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