

Academic Progress Standards

Frequently Asked Questions

What is Satisfactory Academic Progress?

Satisfactory Academic Progress (SAP) is required by federal regulations. Institutions develop academic progress standards and review student records to assure that they are complying with the standards by making good progress toward their academic objective. If students do not meet the standards, they are ineligible for further financial aid.

How often is my academic progress reviewed?

Your academic progress is reviewed at least once a year. We review previous terms (including any terms in which you completely withdrew), all attempted course work, and transfer hours, regardless of your receipt of financial aid for those enrollment periods.

What are the requirements to meet Satisfactory Academic Progress standards?

- Undergraduate students should have a cumulative grade point average (GPA) of 2.0.
- Graduate students should have a cumulative grade point average (GPA) of 3.0.
- Students are expected to complete at least 75 percent of attempted course work.
- Undergraduate students should complete their first bachelor's degree in no more than 186 attempted credit hours.
This includes hours transferred from other non-IU colleges and universities.
- Certificate and associate degree students should complete their degrees in no more than 80 credit hours of enrollment.
- Master's degree students should complete their degrees in no more than 60 credit hours of enrollment.
- Non-degree-seeking students are not eligible for aid.
- Stipulated students are not eligible for aid.
- Teacher certification students must provide a statement verifying the courses which are required to complete the certificate from the School of Education. This form is available in the Office of Financial Aid. Teacher certification is a specific exception for aid eligibility under federal regulations and students are eligible for loans only. These loans are processed at the **undergraduate level**.
- Students completing preparatory course work for admission to an IU South Bend graduate program must provide written affirmation from their academic advisor identifying all classes to be taken over the next 12 months as prerequisites for admission to an IU South Bend graduate program. The form is available in the Office of Financial Aid. The advisor must also confirm that the student will be admitted to the IU South Bend graduate program upon successful completion of the prerequisite classes. Students approved for preparatory course work may receive Federal Stafford Loans at the fifth-year undergraduate federal loan limit for a maximum of 12 months.

What if I don't meet the Satisfactory Academic Progress standards?

If your financial aid is suspended because you do not meet the conditions of your financial aid contract, you are suspended from receiving federal financial aid (including loans). To appeal a suspension, complete the Satisfactory Academic Progress Appeal Form which is available from our office or online at <http://www.iusb.edu/~sbfinaid/forms.shtml>. Return the completed appeal form to our office. Incomplete appeals are returned to the applicants. Incomplete or late submission of this appeal may jeopardize your financial aid.

Where can I go for help with my academic plan or degree objective?

Contact your academic advisor or use OneStart Self-Service for information about academic advising.

When can I expect a response to my appeal?

Satisfactory Academic Progress appeals are reviewed once a month. You will receive a response to your appeal within three working days of the date the committee meets. Results of the appeal are provided in writing and will not be provided over the phone or in person. You can check your appeal status on OneStart (<http://onestart.iu.edu>).

IU South Bend guidelines are based on federal requirements found in the US Department of Education's Student Financial Aid Handbook

SATISFACTORY ACADEMIC PROGRESS POLICY

Undergraduate Students:

- 1) Maintain a cumulative grade point average of 2.00 on a 4.00 scale, and
- 2) Complete 75% of all classes for which you have enrolled (this includes classes in which you received grades of "W," "F," "FX," and "I"), and
- 3) Complete your academic program within 150% of the prescribed length of the program (for example, a student in a 124 credit program will be allowed 186 attempted credits to complete the program)

Graduate Students:

- 1) Maintain a cumulative grade point average of 3.00 on a 4.00 scale, and
- 2) Complete 75% of all classes for which you have enrolled (this includes classes in which you received grades of "W," "F," "FX," and "I"), and
- 3) Complete your academic program within 150% of the prescribed length of the program (for example, a student in a 80 credit program will be given 120 attempted credits to complete the program)

REQUIREMENTS FOR REINSTATEMENT OF AID

If this is the first time you have been suspended from financial aid and you have extenuating circumstances, you may appeal the decision.

Should you choose not to appeal or you appeal is denied, your eligibility for financial aid will be reviewed when you have met the student Satisfactory Academic Progress standards as stated above.