



Academic Progress Standards

Frequently Asked Questions

What is Satisfactory Academic Progress?

SAP is the successful completion of coursework to maintain eligibility for student financial aid. Federal regulations require the University to establish, publish and apply standards to monitor your progress toward completion of your certificate or degree.

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 must maintain the minimum program grade point average required for graduation as established by their academic unit; graduate students must maintain a minimum program grade point average of 3.0.
- Complete 67% of all credit hours attempted (undergraduate and graduate).
- All students must complete their degree within 150% of the maximum length of the program, regardless of whether or not they have received financial aid for the credits. For example: An undergraduate student pursuing a major requiring 120 credits for graduation would reach the maximum timeframe once 180 credits have been attempted.
- A student enrolled in 15 credit hours per semester would reach 120 credit hours within 4 years and 180 credit hours within 6 years.

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

You are ineligible for any type of aid. To appeal, complete the Satisfactory Academic Progress Appeal Form which is available online at <http://www.iusb.edu/~sbfinaid/forms.shtml>. Appeals must be received by our office no later than 30 days prior to the end of the term for which you are requesting reinstatement. Late appeals will be considered for future terms only. Incomplete appeals are returned to the applicants. Submission of an appeal does not guarantee approval.

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

Contact your academic advisor.

When can I expect a response to my appeal?

Satisfactory Academic Progress appeals are reviewed on a rolling basis. You will receive a response to your appeal within 15 business days of the date the appeal is received from the academic advisor. Results of the appeal are provided in writing and will not be provided over the phone or in person.

Do I have to notify you when I'm meeting SAP standards?

No, grades and completion rates for all students on a Financial Aid Contract are verified at the end of each semester/session to determine if the student met the terms of the contract or is now meeting both qualitative (GPA) and quantitative (completion rate) SAP standards. Our office also reviews grades and completion rates for students who were previously deemed ineligible for aid.

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 program grade point average of 2.00 (2.75 education students) on a 4.00 scale, and
- 2) Complete 67% of all classes for which you have enrolled (this includes classes in which you received grades of 'W', 'F', 'X', 'NC' and 'I'), and
- 3) Complete your academic program within 150% of the prescribed length of the program (for example, a student in a 120 credit hour program must complete their degree within 180 attempted credit hours).

Graduate Students:

- 1) Maintain a program grade point average of 3.00 on a 4.00 scale, and
- 2) Complete 67% of all classes for which you have enrolled (this includes classes in which you received grades of 'W', 'F', 'X', 'NC' and 'I'), and
- 3) Complete your academic program within 150% of the prescribed length of the program (for example, a student in an 80 credit hour program must complete their degree within 120 attempted credit hours).

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 your appeal is denied, your eligibility for financial aid will be reviewed when you have met the Satisfactory Academic Progress standards as stated above.

TO CALCULATE THE CORRECT COMPLETION RATE, FOLLOW THESE STEPS

1. Obtain your unofficial transcript from your One account.
2. Determine the number of credit hours you have attempted (include every course on your transcript regardless of the grade, also include transfer hours) and the number of credit hours you have completed with a grade of D- or higher.
3. Include grades of 'W', 'F', 'X', 'NC' and 'I' as *attempted* courses, but
4. DO NOT include grades of 'W', 'F', 'X', 'NC' and 'I' as *completed* courses
5. Divide the number of completed hours by the number of attempted hours to determine the completion percentage.

$$\frac{\text{Total GPA Hours Earned}}{\text{Total GPA Hours Attempted}} = \text{Completion Rate}$$