

### Purpose

The Federal Government, the States, and Southern Illinois University Carbondale have invested large sums of money in order 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's 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. 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, **with the exception of 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).

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:**

**Fall 2017: August 25, 2017**

**Spring 2018: January 19, 2018**

**Summer 2018: June 15, 2018**

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.

## 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.

**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.

Financial Aid Office  
1263 Lincoln Drive - Mail Code 4702  
Student Services Building  
Southern Illinois University  
Carbondale, IL 62901  
618/453-4334  
Fax 618/453-7305  
Email [fao@siu.edu](mailto:fao@siu.edu)  
Website: [fao.siu.edu](http://fao.siu.edu)