

Appeal Procedures

If a student fails to meet the requirements of financial aid probation and subsequently loses financial aid eligibility, he/she may file an appeal. All appeals **MUST** be made in writing and addressed to the Office of Financial Assistance. The appeal should include documentation verifying the circumstance(s) that impeded the student's satisfactory academic progress. Examples of acceptable documentation include medical records, a letter from a faculty adviser, or a letter from an employer on company letterhead, etc. Appeals will be reviewed and decisions rendered by the Satisfactory Academic Progress Appeals Committee and the student will be notified of the decision in writing.



**University
of Illinois
at Springfield**

**Satisfactory
Academic
Progress**

**FOR UNDERGRADUATE
AND GRADUATE
STUDENTS**

**Office of Financial Assistance
University of Illinois at Springfield
University Hall, Room 1042
One University Plaza, MS UHB 1042
Springfield, IL 62703-5407
(217) 206-6724 or
toll free (888) 977-4847**

In accordance with the Higher Education Act of 1965, as amended by Congress, the University of Illinois at Springfield has established a minimum Standards of Academic Progress (SAP) policy.

ALL federal, state, and institutional financial aid programs administered by the University of Illinois at Springfield's Office of Financial Assistance are covered by this policy. Examples of these programs include Federal Pell Grant, Federal Supplemental Educational Opportunity Grant (FSEOG), Perkins Loan, Federal Work Study, Federal Family Education Loan Program (i.e. Subsidized and Unsubsidized Stafford Loans), Monetary Award Program (MAP) grant, Parent Loan for Students (PLUS), Illinois Veterans Grant (IVG), Illinois National Guard Grant (ING), as well as other veterans benefits, and all institutional funding sources.

Students will be considered to be making satisfactory progress if they meet ALL of the following requirements. Failure to comply with any ONE may result in a loss of financial aid eligibility.

RATE OF COMPLETION REQUIREMENT

A student must earn a minimum number of credit hours each year to graduate within a specified time frame. A maximum number of semesters is allowed for students to complete work toward a degree. Withdrawing from the university or repeatedly dropping courses may affect the student's ability to maintain this minimal academic progress and could jeopardize financial aid eligibility. The following chart illustrates the minimum acceptable percentage of hours completed to maintain satisfactory progress for financial aid purposes for both undergraduate and graduate student (*Note: Completion Rate refers to the percentage of hours completed in relation to hours attempted.*)

UNDERGRADUATES			
Hours Attempted (including transfer and repeated hours):			
0-30	31-60	61-90	91+
Percentage of Hours Completed (Completion Rate):			
50%	60%	70%	80%

GRADUATES		
Hours Attempted (including transfer and repeated hours):		
0-12	13-24	24+
Percentage of Hours Completed (Completion Rate):		
50%	60%	75%

GRADE POINT AVERAGE REQUIREMENT

Undergraduate Students must remain in good academic standing by earning a minimum cumulative grade point average (GPA) of 2.00 (C) or better on a 4.00 scale as determined by the university.

Graduate Students must remain in good academic standing by earning a minimum cumulative grade-point average (GPA) of 3.00 (B) or better on a 4.00 scale as determined by the university.

MAXIMUM TIME FRAME REQUIREMENT

Undergraduate Students are expected to complete degree requirements within twelve (12) semesters of full-time enrollment for undergraduate study. **Every** semester of enrollment is counted, regardless of whether the student completed the semester. Hours transferred from other institutions will count toward the maximum of 12 semesters (12 transfer hours = 1 semester). In addition, hours that are earned from repeated courses will be counted in the calculation of hours

attempted. The maximum number of hours for which an undergraduate student may receive financial aid is 144 credit hours.

Graduate Students are expected to complete degree requirement within 150% of the specified program of study. (Example: A master's degree in management information systems is comprised of 44 credit hours. Student may receive financial assistance for no more than 66 attempted credit hours if they are pursuing this degree.) Hours transferred from any institution will count toward the maximum time frame. In addition, hours that are earned from repeated courses will be counted in the calculation of hours attempted.

Financial Aid Probation

Students who fail to meet Satisfactory Academic Progress (SAP) requirements will be placed on financial aid probation during their next semester of attendance. Students may still receive financial assistance while on financial aid probation; however, they must meet all Satisfactory Academic Progress requirements to receive financial assistance during subsequent semesters. Failure to meet even one SAP requirement will result in the student being placed on financial aid cancellation.

Financial Aid Cancellation

A student's financial aid may be cancelled for any of the following reasons:

- Failure to make progress toward a 2.00 (3.00 for graduate students) cumulative GPA during the semester(s) of probation.
- Failure to meet the completion rate required during the semester(s) of probation.
- Complete withdrawal from the university during a semester for which aid was received.
- Failure to complete all credit hours attempted during the semester with a passing grade.
- Exceeding the maximum time frame required for his/her degree.