

Satisfactory Academic Progress (SAP) Policy

In accordance with the Higher Education Act of 1965, as amended by Congress, the University of Illinois 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 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), Federal Perkins Loan, Federal Work-Study, Federal Direct Loan Program (i.e. Subsidized and Unsubsidized Stafford loans, Parent Loans for Undergraduate Students and Graduate PLUS Loans), Monetary Award Program (MAP) Grant, 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. Satisfactory Academic Progress is evaluated after the completion of each semester. This policy replaces all previous SAP Policies and is effective Fall Semester 2011.

PACE (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 hours is allowed for students to complete work toward a degree. Withdrawing from the university or repeatedly dropping courses may affect a student's ability to maintain this minimal academic progress and could jeopardize financial aid eligibility. Pace (completion rate) refers to the percentage of institutional hours earned in relation to institutional hours attempted and is determined by your grade level and hours attempted. The expected pace (completion rate) ratios are as follows:

UNDERGRADUATES

Freshmen \geq 50%; Sophomores \geq 60%; Juniors-Seniors \geq 70%;

GRADUATES		
<i>Hours Attempted:</i>		
0-12	13-24	25+
<i>Percentage of completed (Pace):</i>		
50%	60%	75%

GRADE POINT AVERAGE REQUIREMENT

Undergraduate Students must remain in good academic standing by earning a minimum institutional and overall 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 institutional and overall 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 a maximum of 180 attempted hours for an undergraduate program of study. Every semester of enrollment is counted, regardless of whether the student completed the semester. Transfer hours attempted from other institutions will count toward the maximum of 180 hours. In addition, hours that are earned from repeated courses will be counted in the calculation of hours attempted. Students are only allowed to take courses that will count towards degree requirements and completion as published in the UIS course catalog.

Graduate Students are expected to complete degree requirements within 150% of the specified program of study. (Example: A master's degree in Management Information Systems is comprised of 44 credit hours. Students may receive financial assistance for no more than 66 attempted credit hours if they are pursuing this degree.) Hours attempted at the Masters level from any prior institution may count towards the maximum time frame. In addition, hours that are earned from repeated courses will be counted in the calculation of hours attempted. Students are only allowed to take courses that will count towards degree requirements and completion as published in the UIS course catalog.

There are no extra hours allowed for students with double majors and/or minors, or students who have changed degree programs, or students pursuing a second (or subsequent) bachelor's degree. Students not meeting the Maximum Time Frame requirement will have an automatic suspension of their financial aid eligibility.

FINANCIAL AID WARNING

Students who fail to meet Satisfactory Academic Progress (SAP) requirements will be placed on financial aid warning during their next semester of attendance. Students may still receive financial assistance while on financial aid warning; however, they must meet all Satisfactory Academic Progress requirements to receive financial assistance during subsequent semesters. Students who are placed on financial aid warning will be evaluated at the end of their warning semester. Failure to meet these SAP requirements 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) Institutional and Overall Cumulative GPA
- Failure to meet the pace (completion rate) required
- Failure to meet the Satisfactory Academic Progress requirements during a warning semester
- Complete withdrawal from the university during a semester for which aid was received
- Failure to complete any credit hours attempted during the semester with a passing grade at the respective student level
- Failure to meet terms of the conditional admission status
- Exceeding the maximum time frame required for completion of your degree
- Being placed on academic suspension by the Office of Records and Registration
- Failure to meet stipulations as mandated by the Satisfactory Academic Progress Appeals Committee in the granting of your financial aid cancellation appeal

APPEAL PROCEDURES

If a student fails to meet the requirements of financial aid warning 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. In addition to a written appeal, the student must complete the Satisfactory Academic Progress Appeal Form which can be downloaded from our website. Students are strongly encouraged to work with their academic advisors to develop an academic plan that successfully meets the requirements of both their academic program and the satisfactory academic progress financial aid policy.

The appeal must be submitted to the Office of Financial Assistance by the deadline specified on the appeal form. Appeals will be reviewed and decisions rendered by the Satisfactory Academic Progress Appeals Committee. The student will be notified of the committee's decision in writing.

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.**

Students who have had their aid cancelled may be able to reinstate their aid by enrolling in, and paying for, a minimum of six (6) credit hours at UIS. The student must complete every course in which he/she registers with at least a "C", for undergraduates, or "B", for graduates. The student must also meet all SAP requirements in order to be considered for future reinstatement. Once the student has completed six or more hours, he/she must contact the Office of Financial Assistance, in writing, so that his/her progress can be reevaluated.

It is the student's responsibility to notify, in writing, the Office of Financial Assistance of any grade changes or if he/she finishes an incomplete.

NOTIFICATION

Students will not be notified if they continue to meet all satisfactory academic progress requirements. Students who do not meet all satisfactory academic progress will be notified of their SAP status by email. It is the student's responsibility to keep all email addresses updated via UI Integrate Self-Service.