

## **Satisfactory Academic Progress (SAP) Appeal Policy**

Based on federal regulations, all students who receive federal, state or institutional aid while they are enrolled at Indiana University South Bend must maintain a program grade point average of 2.00 (undergraduate students) and 3.00 (graduate students). **In addition**, they must successfully complete 67% of all courses for which they enroll.

Students not meeting SAP standards may appeal for financial aid twice during their career at IUSB. However, circumstances leading to a second appeal cannot be the same as the first appeal.

Generally, appeals will be accepted for the Fall and Spring terms only. Summer appeals will be considered on a case by case basis for unique situations such as:

Summer is the final term

Courses are only offered in the summer

Summer courses are required in order to complete the degree in the upcoming Fall

See information below for additional criteria required to file an appeal.

Based on current academic records, a student is placed on a Financial Aid Contract for the Award Year (Fall/Spring/Summer). At the end of each term, academic progress will be reviewed. In order to receive financial aid for the award year, students must for each term:

- Complete all credit hours enrolled in at the end of the 1<sup>st</sup> week of classes, **and**
- Achieve a minimum program grade point average of 2.00 (3.00 for a graduate student), unless otherwise specified on the contract **and**
- Receive no grades of "I", "F", "NC" or "W" for any class

**Extenuating circumstances** which result in a financial aid suspension may be appealed. **However, students not meeting SAP standards may appeal for financial aid twice during their career at IUSB.** *Circumstances leading to a second appeal cannot be the same as the first appeal.* Extenuating circumstances may include but are not limited to: Death, Prolonged Illness and Family issues.

Documentation must be relevant to the term for which the student was suspended. SAP Appeals may be pended if more information is needed to make a valid decision. Pended appeals will be reviewed individually as soon as requested documents have been received, and should not have to wait until the next scheduled meeting. **Approval of an appeal is not guaranteed.**

In general, students should have a minimum 1.50 cumulative GPA and at least a 50% completion rate to file an appeal, in order to show that the student is capable of academic progress. Explanation and study plans worked out with the student's academic advisor should show the student has put some thought into how he/she is going to be successful in continuing his/her education.

Students with Incomplete grades are required to complete those courses before any additional aid will be awarded or an explanation must be provided as to why an Incomplete was received.

**Appeals received after a semester ends can only be approved for future semesters.**

Students may appeal one time per event. Multiple appeals for the same event will be denied unless information previously submitted did not disclose all aspects of the situation.

All appeals must be submitted electronically, **no later than two weeks prior** to the start of the semester for which you are seeking financial aid (or by the date published on our website, whichever is later).

The SAP Appeal committee should be composed of at least three IU South Bend employees of which at least one will be an FA Administrator.

Students will be contacted by their IU South Bend email account and in writing regarding the decision made. Appeal decisions are **not** provided over the phone or in person.

**All decisions made by the appeal committee are final.**

FAO/policies-procedures/SAP Policy 17-18