Federal regulations require that Indiana University Southeast establish a policy to monitor the academic progress of students who apply for and/or receive federal, state, and institutional financial assistance. A student must be admitted to the university and enrolled in a degree-seeking program to be eligible for financial assistance. Only credit hours that count towards a degree-seeking program are included for determining aid eligibility. (A student can receive aid for a limited amount of remedial coursework that is included as part of a regular program.)

Recipients of federal financial assistance are expected to attend classes throughout the term; enrollment is monitored. Repayment of federal aid already received may be required if it is determined that the student stopped attending classes but did not officially withdraw from the University. Aid eligibility for subsequent academic terms may be canceled.

**Academic bankruptcy does not remove courses from the completion rate or total hours attempted calculations.** Repeated courses are also included in the completion rate and total hours attempted calculations. Financial assistance for repeated coursework is limited.

Satisfactory Academic Progress (SAP) standards include all previous academic history, including transfer work, **even if the student did not receive financial aid for those courses.**

Satisfactory Academic Progress requirements for students in undergraduate and graduate programs longer than one year in length are monitored once a year after the completion of the spring semester, or later depending upon FAFSA submission. Students who fail to meet SAP at the time of SAP monitoring will cease to be eligible for any future financial aid without an approved appeal. Submission of a SAP Appeal is not a guarantee of approval. Undergraduate and graduate programs that are one year or less in length are monitored at the end of each semester.

To remain eligible for financial assistance, a student must demonstrate satisfactory progress toward completion of their degree according to the following standards. These satisfactory academic standards apply to all students enrolled at IU Southeast. Students will be evaluated annually at the posting of spring grades, or later depending upon FAFSA submission, unless otherwise noted. If at any time it is determined to be mathematically impossible for the student to complete his/her program within the maximum time frame, the student will no longer be eligible for Federal Financial Aid. Students will be notified by IU Southeast email if they do not meet the Satisfactory Academic Progress requirements listed below:

**Undergraduates (Including Transition to Teaching)**

**GPA**

- Undergraduate students are required to maintain a cumulative program grade-point average (GPA) of 2.0. The GPA calculation excludes transfer coursework (except those courses taken at another IU campus) because Indiana University Southeast does not assign a GPA to these course types.

**Completion**

- Undergraduate students must complete at least 67% of total attempted coursework. All for-credit courses taken at Indiana University Southeast (or at another IU campus) and transfer hours from other institutions are included in this calculation.
  - Grades of W, F, FN, FNN, FX, NC, and I (Incomplete) are not considered successful completion of a course and are included in the calculation.
- Undergraduates who receive all Ws, all FNs, all FNNs, or a combination of FNs, FNNs, and Ws during one academic period, and received federal aid for that period, may be required to repay
all or part of any aid received. For students taking a combination of standard and non-standard who only successfully complete a non-standard course may also have his/her aid recalculated.

Maximum Time Frame (Too Many Hours)

- Associate's degree students must complete their programs in no more than 75 credit hours attempted.
- Bachelor's degree students must complete their programs in no more than 160 credit hours attempted.
- Students in certificate programs (including Post-Baccalaureate) must complete their programs within 27 credit hours or within 150% of the credit hours required for that program. For example, if your program requires 18 credit hours, you must complete your program within 27 credit hours (18 x 150% = 27).
- All transfer credit hours that appear on a student's academic transcript will be counted toward the duration of eligibility/credit hours attempted.
- Undergraduates seeking a second bachelor's degree (including Transition to Teaching) will be required to submit a SAP appeal annually if their total credit hours attempted are greater than 160.

Parents of students who are denied financial assistance by failing to meet these academic standards will not be eligible for a Parent PLUS Loan.

Graduates

GPA

- Graduate students are required to maintain a cumulative program grade-point average (GPA) of 2.0. The GPA calculation excludes transfer coursework (except those courses taken at another IU campus) because Indiana University Southeast does not assign a GPA to these course types. (Please note that your program may require a higher GPA than the SAP policy.)

Completion

- Graduate students must complete at least 67% of total attempted coursework. All for-credit courses taken at Indiana University Southeast (or at another IU campus) and transfer hours from other institutions are included in this calculation.
  - Grades of W, F, FN, FNN, FX, NC, R, and I (Incomplete) are not considered successful completion of a course and are included in the calculation.
- Graduates who receive all Ws, all FNs, all FNNs, or a combination of FNs, FNNs, and Ws during one academic period, and received federal aid for that period, may be required to repay all or part of any aid received. For students taking a combination of standard and non-standard who only successfully complete a non-standard course may also have his/her aid recalculated.

Maximum Time Frame (Too Many Hours)

- Graduate students enrolled in master's degree programs must complete their degrees in no more than 45 credit hours of graduate enrollment not including research credits.
- All graduate transfer credit hours that appear on a student's academic transcript will be counted toward the duration of eligibility.
- Graduate students seeking a second graduate degree or taking courses for teacher certification or additional licensing will be required to submit a SAP appeal annually if their total graduate credit hours attempted are greater than 45. (Teacher certification and additional licensing are considered graduate coursework, but receive undergraduate-level loans.)
Appeal Process

Students who fail to meet these standards and have mitigating circumstances may appeal to the Office of Financial Aid by completing the appropriate Academic Progress Appeal form.

All appeals must be submitted in electronic form. The form can be found under the Getting & Keeping Aid → Appealing Eligibility → Online Appeal Process (located within text) section of the financial aid home page. Paper SAP appeals will NOT be accepted. If assistance with the online SAP appeal is required, please contact the Financial Aid office.

Deadlines for appeals and submission of additional information requested by the SAP Committee are as follows:

FALL: 30 days prior to the end of the semester or enrollment period.
SPRING: 30 days prior to the end of the semester or enrollment period.
SUMMER 1 & 2: 15 days prior to the end of the semester or enrollment period.

Appeals submitted later than the deadlines listed above may not be processed in time to receive aid for that semester or enrollment period. If a student does not respond to an appeal or a request for additional information before the last day of the semester, aid will NOT be processed.

Our SAP Appeal Committee reviews each appeal to determine student eligibility for continued financial aid. The most common reasons for appeal approval are: (1) a learning disability, (2) a severe injury or extended illness, and (3) the illness or death of a family member. For appeals that are approved, a student should see any financial aid for which they are eligible approximately six to eight weeks from the initial submission of their appeal. Please note the processing length will also depend on timely submission of any additional information requested by the committee. Processing may take longer during peak times (July through early September).

No deferments of IU Southeast charges will be granted during the review time frame. Final decisions regarding appeals should be monitored by the student through the SAP Database (https://gus.ius.edu/sap/). Notifications will be sent to student’s IU email only. When a student fails to meet SAP and has an appeal denied, he/she can regain eligibility by meeting the criteria established above, but he/she cannot regain eligibility simply by being out of school for a set amount of time or by paying for a set number of classes out-of-pocket.

Submission of a Satisfactory Academic Progress (SAP) Appeal is not a guarantee of approval.

The SAP Appeal Committee reserves the right to require an Academic Plan which may span the current semester, the current year, or the duration of the student’s program. Academic Plans may specify the student’s remaining planned coursework, required GPA, required Completion, suggested activities to increase GPA, or courses of action as determined by the student’s academic advisor. The Financial Aid Office reserves the right to add additional stipulations to the academic plan.

What does the appeal process look like? See below.

Unusual Enrollment History

Effective with the 2015-2016 school year, the U.S. Department of Education has established new regulations to prevent fraud and abuse in the Federal Pell Grant and Federal Direct Loan Programs by identifying students with unusual enrollment histories. Students selected for unusual enrollment history reviews by the U.S. Department of Education will be reviewed by IU Southeast financial aid administrators using transcripts from the student’s previous institutions and any current IU Southeast enrollment. Unusual enrollment can be triggered when a student receives a Federal Pell Grant or Federal Direct Loans at three institutions within four years or less. Although it is not technically a part
of the Satisfactory Academic Progress review, students denied aid as a result of the review may appeal using the Satisfactory Academic Appeal process.

**Glossary**

**GPA** – Grade Point Average: Your Program GPA is used to determine whether or not you meet the minimum GPA standard for SAP. This GPA can be found at the bottom of your AAR or Unofficial Transcript and is titled “Student Undergraduate Program Summary” or “Student Graduate Program Summary.” To calculate your GPA with estimated grades, use your current AAR or Unofficial Transcript and IU’s GPA calculator found here: [http://studentcentral.indiana.edu/register/policies-grades/calculations.shtml](http://studentcentral.indiana.edu/register/policies-grades/calculations.shtml)

**Completion** – This is a calculation based on the total number of successfully completed hours (A, B, C, D, S) divided by the total number of attempted hours, including those not successfully completed (F, Fn, Fnn, FX, NC, and Incomplete).

\[
\text{Successful Hours} \div \text{Total Hours} = \text{Completion Rate}
\]

**Too Many Hours** – This is a calculation that includes all transfer hours, Successful Hours and Unsuccessful hours at IU Southeast.

**SAP Appeal Process**

<table>
<thead>
<tr>
<th>Step 1: Submit Appeal</th>
<th>Step 2: Appeal Reviewed</th>
<th>Step 3: Additional Information Requested</th>
<th>Step 4: Appeal Denied</th>
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<tr>
<td>Academic Plan Agreement sent via IU Email</td>
<td>Additional Information Requested via IU Email</td>
<td>Additional info meets requirements and is reviewed</td>
<td>Student notified of reasons for denial via IU email</td>
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<tr>
<td>Student Agrees to Meet Terms of Plan for Specified Enrollment</td>
<td>Student Submits Additional Information via Appeal site OR Informs via Appeal site where information was sent</td>
<td>Student agrees to meet the terms of plan for specified enrollment</td>
<td></td>
</tr>
<tr>
<td>Assuming other To-Do List Items are Complete and student has remaining eligibility, Aid is Processed 7-10 business days later</td>
<td>Additional info does not meet requirements and is reviewed</td>
<td>Assuming all other To-Do List Items are complete and student has remaining eligibility, Aid is processed 7-10 business days later</td>
<td></td>
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