

## IU Northwest Academic Progress Policy – 2018-19

(includes summer session, 2019)

Federal regulations require that IU Northwest establish a policy to monitor the academic progress of students who apply for financial assistance. The **Satisfactory Academic Progress (SAP)** standards listed below apply to all financial aid applicants at IU Northwest whether or not aid was received for prior coursework.

### **SATISFACTORY ACADEMIC PROGRESS STANDARDS**

In order to be eligible for financial aid, students must meet all three of the requirements listed below. If you do not meet all the requirements listed, you will be notified via your IU email account and an item will appear on your one.iu.edu Student Center *To Do List*. You will see multiple items on your *To Do List* if there are multiple SAP requirements that you do not meet.

#### **1. Cumulative Program Grade Point Average (GPA)\***

- Undergraduate students must maintain a minimum 2.0 cumulative Program GPA
- Graduate students must maintain a minimum 3.0 cumulative Program GPA

\*IMPORTANT NOTE: The Program GPA is different from the cumulative GPA. The Program GPA is calculated according to the rules determined by the student's academic program and it may not include all grades from all courses taken. The Program GPA is subject to change whenever the student changes programs.

#### **2. Completion Rate**

You must complete a minimum of 67% or higher of your attempted GPA hours. To calculate your completion rate divide the total number of IU Hours that you successfully completed by the total number of IU Hours attempted completion Rate

Hours successfully completed include those with grades of A, B, C, D, P, R, and S. Unsuccessful completion (included in *Total Hours Attempted* in the formula above) includes grades of F, FX, I, and W. Transfer hours are counted as both attempted and completed.

#### **3. Maximum Degree Completion Time Frame of 150%**

You must complete your degree requirements within 150% of the published semester-hour length of your program, as follows:

##### **Certificate programs**

- Nonprofit Management - maximum 23 hours
- Race-Ethnic Studies, Public Health, Community Development/Urban Studies, and Women's & Gender Studies - maximum 27 hours
- Coding Technology - maximum 36 hours
- Public Affairs, Public Safety - maximum 41 hours
- Accounting, Computer Information Systems, Data Processing and Information Systems, General Studies, and Labor Studies - maximum 45 hours
- Certificate in Dental Assisting – maximum 54 hours

**Associate's Degree** - maximum 90 hours

**Bachelor's Degree** - maximum 180 hours

**Graduate Certificate programs** - maximum 23 hours

##### **Master's Degrees**

- Liberal Studies, Education, & Clinical Counseling - maximum 54 credit hours
- Public Administration & Business Administration - maximum 77 credit hours
- Social Work - maximum 90 credit hours

## **REINSTATEMENT OF FINANCIAL AID ELIGIBILITY**

You may reinstate your financial aid eligibility in two ways:

1. **Successfully complete coursework that improves your Program GPA and/or completion rate to meet the SAP standards.** As noted earlier, you are evaluated on an annual basis. However, you may request a SAP review at the end of any semester of enrollment. Note: students who are at or near the maximum timeframe cannot improve their status by continuing to take classes.
2. **Submit an appeal to the Office of Financial Aid and Scholarships.** Once you submit your FAFSA, if you do not meet the satisfactory academic progress standards, you will receive an email message. The message will contain information on how to submit an appeal. You will need to set up an appointment with your academic advisor in order to develop a plan for the upcoming academic year that will enable you to meet SAP standards.

In addition to completing the appeal form, you are required to provide the following documents:

1. A *typed* personal statement explaining:
  - Any extenuating circumstances *beyond your control* that led to your not meeting the academic progress standards, *AND*
  - What concrete actions you are taking to ensure future academic progress.
2. Documentation to support any extenuating circumstances *AND* to ensure that the challenges are behind you and will not impair your future success. Examples include (but are not limited to):
  - Physician's note confirming that any prior medical condition is under control and will no longer impair academic success
  - Death certificate of a family member
  - Evidence of military service
3. A copy of your unofficial transcript, which is available from one.iu.edu

### **APPEAL DEADLINES**

In order to increase the likelihood that you will receive aid for a particular semester, you should submit your appeal and all required documentation by these dates:

- For fall, 2018, aid ..... submit appeal by July 6, 2018
- For spring, 2019, aid ..... submit appeal by December 7, 2018
- For summer, 2019, aid ..... submit appeal by April 12, 2019

**No appeals for aid for any semester will be accepted more than 30 days prior to the last day of classes for that semester (14 days for summer session).**

### **APPEAL REVIEWS**

Appeals are reviewed by committee weekly during the summer and as needed during the academic year. Appeals must be received at least 5 business days prior to any committee meeting to be reviewed at that meeting. Appeals received 4 days or fewer before a meeting may be held until the next meeting. You will be notified of the outcome of your appeal via your IU email account.

You are responsible for any tuition and fees (including late fees) that are charged to your account while awaiting the outcome of your appeal.

A student whose appeal is denied by committee who believes they have properly documented that they meet the guidelines for reinstatement of financial aid may request review by the Director of Financial Aid and Scholarships. The Director of Financial Aid and Scholarships decision is the final opportunity for review.