

SATISFACTORY ACADEMIC PROGRESS POLICY FOR FINANCIAL AID

What is the Purpose of monitoring academic progress?

Federal regulations and the Illinois Student Assistance Commission (ISAC) require that the University establish and implement a policy to measure whether students applying for financial aid are making satisfactory academic progress toward a degree. NEIU has implemented the following Satisfactory Academic Progress standards necessary to evaluate a financial aid recipient's continued eligibility for funds.

Types of Aid Covered by the Policy

<i>Grants</i>	<i>Loans (must be paid back)</i>	<i>Other Assistance</i>
Federal Pell	Federal Perkins	Federal College Work-Study
Federal SEOG	Federal Direct Subsidized Stafford	ISAC Monetary Award
Federal TEACH	Federal Direct Unsubsidized Stafford	ISAC Minority Teachers
ISAC National Guard Grant (ING)*	Federal Direct PLUS	ISAC Special Education Teacher
ISAC Veteran Grant (IVG)*	Federal Direct GRAD PLUS	

Financial Aid Office Policy Statement

Students are expected to:

- Complete successfully sixty-seven percent (67%) of attempted credit hours in which they enroll. The cumulative completion rate is reviewed each term AND
- Maintain a minimum cumulative grade point average of 2.0 or "C" as an undergraduate by the end of each term. Graduate students are expected to maintain a minimum cumulative grade point average of 3.0 or "B" by the end of each term.

These requirements apply to part-time as well as full-time students for all semesters of enrollment, including those semesters for which no financial aid was granted. Full-time students are expected to complete their program of study within a maximum time frame not to exceed six years. The time frame for part-time students is pro-rated beyond six years for undergraduates and beyond, two and one-half years for graduates. All undergraduate students who have attempted more than 180 hours and all graduate students who have attempted more than 54 hours will not receive further financial assistance unless they successfully complete an appeal process resulting in a reinstatement of their financial aid. This includes developmental and transfer coursework. *Pursuant to 23 IL Adm Code 2730 and 2733 students receiving ONLY Illinois National Guard Grant Program OR Illinois Veteran Grant Program awards are exempt from pace & timeframe criteria.

Course Work Completion Rate (PACE) Requirement

1. A student must successfully complete at least 67% of the hours attempted each term. **Hours attempted** is defined as the hours a student is registered for by the 100% refund date as determined by Registration & Records (classes added after that date will also be included). **Successfully completed** is defined as the total earned number of hours toward graduation in which a student receives a grade of A, B, C, D or P. This includes accepted transfer coursework.
2. **Official Withdrawals** are handled in the following manner: withdrawal from course(s) must be completed before tuition is charged. Course(s) withdrawn after the 90% refund date will be included in hours attempted. Incomplete, developmental and repeated coursework are included in hours attempted.
3. **Unofficial Withdrawals** or a term of unearned grades results in financial aid suspension. For future financial aid eligibility, a student must appeal for reinstatement. Further, a calculation will be performed beginning at 50% return of any federal assistance programs paid for a semester of unearned grades.
4. The standard of 67% will be monitored cumulatively at the end of each term. If, at the end of the term, a student is below the cumulative 67% standard, the student's aid will be suspended. This includes terms in which the student is not receiving aid. Aid will be reinstated once the student has achieved the

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67% cumulative completion rate.

5. The completion calculation will begin with first course registration.

Grade Point Average (GPA) Requirement

For information on how repeat courses affect your cumulative GPA, refer to the NEIU Repeat Policy in the University catalog.

1. The student's cumulative GPA will be evaluated at the end of each term.
2. If the GPA falls below the requirement, the student's aid will be ***suspended***.
3. Aid will be reinstated once the student has achieved the minimum requirement.

Maximum Timeframe Requirements

1. An NEIU student must complete an Undergraduate Degree within 180 semester hours OR a Graduate Degree within 54 semester hours.
2. Students attempting to earn a second Undergraduate Degree may take up to a maximum 150% of the hours required (as determined by their department) to complete their second Bachelor's degree. This includes the Teacher Certification Program.
3. Title IV Financial Assistance is allowed up until 30 semester hours of ESL and/or developmental course work.
4. An NEIU student may repeat coursework in order to receive a higher grade than a D or F from a previous attempt. Appeals being considered that contain repeat coursework in excess of three (3) times will be ***denied***.

Financial Aid Warning, Probation & Suspension

Students will be notified at the end of each semester if they are in a warning, suspension status or approaching maximum time frame from the Financial Aid Office. Once a student's eligibility is suspended, all future financial aid disbursements stop. Students can request to be reinstated through the appeal process. In the instance students are reinstated on a term-by-term basis, the student will remain in a probationary status until the cumulative requirements are achieved. The financial aid office recommends that students meet regularly with academic advising, officially declare a major prior to junior year and keep track of degree requirements.

Satisfactory Academic Progress Appeal Guidelines

If a student is unable to meet the Satisfactory Academic Progress requirements due to extenuating circumstances, they may submit an appeal requesting the reinstatement of their financial aid eligibility. Students who wish to appeal after being placed on suspension status must complete the following steps:

1. Submit a signed appeal petition and typewritten statement to the NEIU Financial Aid Office explaining why the requirements were not met. The petition is available in downloadable form at the financial aid office website (<http://www.neiu.edu/financial-aid/>). Letters of appeal sent by e-mail will not be accepted.
2. Include supporting documentation verifying the situation (letter from physician, copy of memorial service, police or accident report, etc.) with the appeal petition.
3. Include an academic plan of action that will enable the student to meet the minimum Standards of Academic Progress requirements in the future.
4. Students suspended for exceeding the maximum hours requirement should also include a degree audit from their department academic advisor listing the courses still needed to complete their degree AND the anticipated date of graduation.
5. **Deadlines for appeals:** Fall semester – October 15, Spring semester – March 15 and Summer semester – June 15.

Appeals will be considered by the Satisfactory Academic Progress Appeal Committee, which will render a decision. This committee consists of members from various NEIU faculty and advisors, including the financial aid office. The Committee meets every six to eight weeks during the semester unless an emergency situation occurs and the meeting is rescheduled. The Financial Aid Office will promptly notify the student in writing of the committee's decision.

Students in suspension status may enroll in classes. However, if their appeal is denied the student is responsible for any charges incurred at NEIU. Financial Aid cannot be retroactively reinstated if an appeal is approved AFTER a semester has ended.