

August 14, 1996

ADMINISTRATIVE MEMORANDUM NO. 77

To: Vice Presidents, Deans, Directors, Department Chairs, and Other
Administrative Officials

From: Salme H. Steinberg, President

Subject: Satisfactory Academic Progress Policy for Financial Aid

Federal regulations require that the University establish an academic progress policy which addresses the minimum academic standards (relative to hours completed and cumulative grade point average attained) that students otherwise eligible for financial aid must meet. Those same regulations also call for the university to develop a maximum time frame in which students must complete their degree. Students who are not in compliance with this policy will not receive further financial assistance unless they successfully complete an appeal process resulting in a reinstatement of their financial aid.

Students are expected to:

1. Complete successfully seventy-five (75%) percent of the credit hours in which they enroll during each award year, July 1 - June 30. Students in Special Programs (Project Success, Proyecto Pa'Lante or Student Support Services) will have two years to achieve compliance with this completion rate requirement.

AND

2. Achieve a minimum cumulative grade point average of 2.0 or "C" as an undergraduate by the end of their second academic year. Each year thereafter students are expected to maintain a 2.0 cumulative GPA at Northeastern Illinois University. Graduate students are expected to maintain a minimum cumulative grade point average of 3.0 or "B" by the end of each academic year.

These requirements apply to part-time as well as full-time students for all semesters of enrollment within an award year, 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. For example, a half-time student will be allowed twelve years to complete an undergraduate degree and five years to complete a graduate degree. All undergraduate students who have completed more than 150 hours and all graduate students who have

completed 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.

Review

The Office of Financial Aid shall conduct its annual review in the month of June. However, student progress toward meeting the annual objectives shall be monitored on a semester basis as follows:

Those students who will have difficulty meeting the annual objectives based on their academic performance for the semester in question, have a cumulative grade point below 2.0 (graduate students below 3.0) or are approaching the time frame limit, shall receive a warning letter from the Office of Financial Aid. Students who (1) do not complete any hours during the semester, (2) do not have a minimum cumulative grade point average of 2.0 for undergraduate or post-baccalaureate by the end of their second year and a minimum of 3.0 for graduate students by the end of each year, and/or (3) exceed the time frame will not receive further financial assistance unless they successfully complete an appeal process resulting in a reinstatement of their financial aid.

Students will not satisfy the completion rate requirement of this policy if they receive grades of "F" - Course Failure; "I" - Course Incomplete; "W" - Course Withdrawal; or "R" - Course Non-Attendance in 26% or more of their attempted hours during an award year. Students in Special Programs (Project Success, Proyecto Pa'Lante or Student Support Services) will have two years to achieve compliance with the completion rate requirement of this policy.

Termination

Students who do not complete any of their attempted hours during a semester, or who complete less than 75% of their attempted hours for the year will not receive further financial assistance unless they successfully complete an appeal process resulting in a reinstatement of their financial aid. Students in Special Programs (Project Success, Proyecto Pa'Lante, or Student Support Services) will have two years to achieve compliance with the completion rate requirement of this policy. In addition, those students who are not in compliance with the grade point average requirement of this policy by the end of their second academic year (by the end of each academic year for graduate students) will not receive further financial assistance unless they successfully complete an appeal process resulting in a reinstatement of their financial aid. In both instances, the Director of Financial Aid shall advise students in writing of this action as well as of the procedure for appeal.

Appeals

A typed/printed appeal must be submitted to the Office of Financial Aid by those students seeking reinstatement of their financial aid eligibility. Through the appeal, students should address reason(s) for not meeting minimum academic requirements expected of all financial aid recipients, as well as offer some solution to the problems which impacted their prior academic performance. They may also submit supporting documentation such as statements from advisors, counselors, professors, doctors, etc.

Appeal Process

Students who have been notified that they will not receive further financial aid may appeal in writing to the Office of Financial Aid. Appeals shall be reviewed by designated members of the financial aid staff. Appeals not supported by the staff shall be forwarded to the Appeal Committee. The Appeal Committee shall review the appeal and forward a recommendation to the Director. Students shall be advised of the decision in writing by the Director.

Reinstatement

Students may have their financial aid status reinstated through the appeal process. Reinstatement will take place by the student providing proof (transcript or grade report) of having successfully completed at least six hours of academic work during the Fall and Spring semesters or three hours of academic work during the Summer semester, with a minimum cumulative grade point average of 2.0 or "C" for undergraduate or post-baccalaureate and a minimum of 3.0 or "B" as a graduate student at Northeastern Illinois University without financial aid or at another institution with or without financial aid. Students with more than 60 hours should consult with the Financial Aid staff regarding their options.