

## Satisfactory Academic Progress Policy

Both Federal statutes and U.S. Department of Education regulations require institutions of higher education to establish minimum standards of Satisfactory Academic Progress for students receiving federal aid. In addition all State Student Assistance Commission of Indiana (SSACI) program regulations (Frank O'Bannon Grant, Twenty-First Century Scholars, etc.) require students to meet the Satisfactory Academic Progress criteria established for federal student aid.

Satisfactory Academic Progress means a student is proceeding in a positive manner toward fulfilling degree or certification requirements. Satisfactory Academic Progress consists of two components of measurement: **quantity** and **quality** which measure:

1. Completion Rate – Minimum Overall Completion Rate (67%)
  - a. Overall Earned Credit Hours  $\geq .67 \times$  Overall Attempted Credit Hours
2. Timeframe – Maximum Total Attempted Credit Hours
  - a. Undergraduate: 189 overall attempted credit hour maximum (126 credit hours x 150%)
  - b. Graduate: 90 overall attempted credit hour maximum
3. GPA – Minimum Overall GPA
  - a. Undergraduate: 2.0
  - b. Graduate: 3.0

A student's Satisfactory Academic Progress status is reviewed annually following the spring semester except for the timeframe requirement which is reviewed on a semester by semester basis.

### Measurement of Quantity

#### 1. Completion Rate - Minimum Overall Completion Rate Percentage (67%)

Student financial aid recipients must demonstrate measurable progress toward earning a degree by successfully completing 67% of all hours at Purdue Calumet and all hours accepted in transfer. The chart below shows whether courses with a specific course grade or course registration is included when determining attempted or earned credit hours or in the GPA calculation.

Grade	Course Registration Status	Counted in Attempted Credit Hours	Counted in Earned Credit Hours	Counted in GPA Calculation
A+, A, A-, B+, B, B-, C+, C, C-, D+, D, D-	RE	Yes	Yes	Yes
F, I, SI, PI, U, N, E, IN, IU, IX		Yes	No	No
IF		Yes	No	Yes
S, P		Yes	Yes	No
Incomplete – once grade assigned		Yes	Yes	Yes
CD, CA, CX, CL (department credit)		No	Yes	No
Transfer Credits		Yes	Yes	No
	WN, CN, CD, DD, D1, D4, D6, D8	No	No	No
W	WA, WR, D0, D2	Yes	No	No
	Non-Credit Courses	No	No	No
	Repeat Courses	Yes	No	No

#### 67% Completion Rate Example

Aid Year	Overall Attempted Credit Hours	Minimum Required Credit Hours needed to meet 67% completion rate	Overall Completed Credit Hours	Meeting Completion Rate Requirement?	Satisfactory Academic Progress Status
2008-09	117	78.39 (117 x .67)	84	Yes	Satisfactory Status Eligible for aid for 2009-10

## **2. Timeframe - Maximum Total Attempted Hours Percentage (150%)**

Student financial aid is available for up to 150% of the number of hours required to complete the degree program. For most undergraduate programs of study this provides up to 189 attempted semester hours for student financial aid recipients to complete a 126 semester hour program. Students in undergraduate programs of study which require more than 126 hours will have their eligibility for student financial aid extended proportionately upon appeal. All hours attempted and all hours accepted in transfer by Purdue Calumet (including those when the student did not receive financial aid) count toward the 150% maximum total attempted hours. **Students approaching their timeframe maximum will be reviewed on a semester basis and their financial aid will be adjusted based on their remaining credit hours of eligibility.**

Students who have attempted enough hours to complete a degree may no longer be eligible for student financial aid. In addition, if it can be shown that the student will not be able to complete an undergraduate degree within the 150% maximum total attempted hours timeframe (generally 189 semester hours) eligibility for student aid can be revoked.

**Note: Graduate students may receive financial aid for a maximum of 90 attempted credit hours.**

**Changing Majors** - Students who change majors during the academic year are strongly encouraged not to withdraw from any classes as they must complete 67% of the hours attempted at Purdue Calumet and all hours accepted in transfer. Students who change majors or degree programs are at risk of exceeding the 150% maximum allowable number of attempted semester hours before obtaining a degree. Students who decide to change majors or degree programs should do so early in their academic career so as not to jeopardize their eligibility for student financial aid.

**Repeat Courses** - All repeated courses and their grades will be included in the 67% and 150% totals.

**Incomplete Courses** – Student should notify Financial Aid and Student Accounts when a final grade is received.

**Undergraduate Transfer Students** - Undergraduate transfer students are subject to the 67% Minimum Overall Completion Rate Percentage and the 150% Maximum Total Attempted Hours Percentage. All hours attempted while enrolled at Purdue Calumet and all transfer hours accepted by Purdue Calumet are included in Satisfactory Academic Progress determination.

**Mandatory Non-Degree Credit Hour Courses or Zero Credit Hour Courses** - Students required to enroll in non-degree or zero credit hours may be eligible for an additional one or two semesters of aid eligibility beyond the 150% Maximum Total Attempted Hours Percentage depending on the number of non-degree and/or zero credit hours attempted.

**Independent Study** - Only Independent Study courses which are completed by the end of the spring semester will apply toward meeting the 67% Minimum Completion Percentage. For courses completed after the end of the spring semester students must contact the Office of Financial Aid and Student Accounts when their grades are entered for a re-evaluation.

**Excessive Elective Courses** - Students taking an excessive number of elective courses may have their financial aid revoked as these courses do not contribute to making satisfactory academic progress toward earning a degree.

**Study Abroad and Consortium Courses** - Hours enrolled in Study Abroad or Consortium courses are counted as attempted hours when applying Satisfactory Academic Progress standards. These grades do not count as successfully completed hours until a transcript is received by the Undergraduate Admissions and grades are entered on the student's academic transcript. Students should contact the Office of Financial Aid and Student Accounts once Study Abroad or Consortium grades are entered so a determination can be made if the 67% Minimum Completion Rate Percentage for Satisfactory Academic Progress is now being met.

**Additional Bachelor's Degree** - Students pursuing a subsequent Bachelor's Degree will be eligible for 90 additional semester hours of aid eligibility after earning the first degree. The 67% completion standard still applies.

**Students Seeking Dual Bachelor's Degrees** - Students enrolled in two Bachelor's degree programs at the same time must still meet the 150% standard for completing their degrees and are not eligible for additional hours of aid eligibility. The 150% is calculated from the degree requiring the most hours.

**Otherwise Eligible Non-Degree Students** - Otherwise eligible non-degree students must meet undergraduate Satisfactory Academic Progress requirements.

**Academic Re-Admission** - University approval of Academic Re-Admission does not supersede Satisfactory Academic Progress requirements.

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## Measurement of Quality

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### 3. GPA

All students must have at least a 2.0 (undergraduate student) or 3.0 (graduate student) overall cumulative grade point average at the end of every spring semester regardless of the total number of attempted and earned credit hours.

#### GPA Minimum Requirement Example

Aid Year	Overall Cumulative GPA	Minimum Required Overall GPA (undergraduate)	Meeting Minimum Required Overall GPA Requirement?	Satisfactory Academic Progress Status
2008-09	2.10	2.0	Yes	Eligible for aid for 2009-10

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## Evaluation of Satisfactory Academic Progress

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**Financial Aid Probation** - Students failing to meet Satisfactory Academic Progress standards will be placed on Financial Aid Probation for the following summer, fall and/or spring semesters during which time they remain eligible to receive student financial aid. **Review of timeframe requirement** occurs on a semester basis. Once a student reaches the timeframe maximum they are no longer eligible to receive financial aid. Students approaching the timeframe maximum may have their aid pro-rated based on the remaining hours of eligibility. **Students who fail to achieve the Quantity and/or Quality component(s) of the Satisfactory Academic Progress Policy during their Probationary period lose their eligibility for financial aid.**

**Notification** - The Office of Financial Aid and Student Accounts will e-mail affected students using their Purdue Calumet e-mail or their personal e-mail, if available, of their failure to maintain Satisfactory Academic Progress after spring grades are posted. Students can also monitor their Satisfactory Academic Progress via PCSTAR (Purdue Calumet Student Access to Records).

**Satisfactory Academic Progress Appeal Process** - Student financial aid recipients failing to maintain the Quantity and/or Quality component(s) of the Satisfactory Academic Progress Policy for Student Financial Aid recipients due to an extenuating circumstance beyond their control such as serious injury or illness involving the student, or death of an immediate family member, should appeal, in writing, to the Office of Financial Aid and Student Accounts explaining their circumstances. Students must submit documentation with the appeal which confirms this circumstance. Students who have previously submitted an appeal and whose continued eligibility was based on their meeting the requirements on a semester by semester basis based on their semester completion rate are grandfathered under this revised policy and eligible to submit one additional appeal.

**A student is only eligible to submit one Satisfactory Academic Progress appeal** as an undergraduate student and one as a graduate student. The appeal form can be found at <http://www.calumet.purdue.edu/finaid/SAPAPPEAL.pdf>

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## Re-establishing Eligibility without an Approved Appeal

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Other than when an appeal is approved for unusual or mitigating circumstances a student can re-establish eligibility only by taking action that brings the student into compliance with the **qualitative** (2.0 overall cumulative GPA for undergraduate students; or 3.0 overall cumulative GPA for graduate students) and **quantitative** (completed a minimum 67% of all hours attempted at Purdue Calumet and all hours accepted in transfer) components of the school's Satisfactory Academic Progress standard, including the maximum time frame. **A student's Satisfactory Academic Progress status is reviewed and updated on an annual basis following the spring semester. No status updates are made following the summer or fall semesters.**

## Student Financial Counseling May Be Required

Students who previously failed to maintain Satisfactory Academic Progress may be required to complete financial counseling before eligibility for financial aid can be re-established.

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## Regaining Your Student Financial Aid

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A student may be awarded Federal Pell Grants, Federal Perkins Loans, Federal Supplemental Educational Opportunity Grants, ACG, SMART Grants, and State financial aid (Frank O'Bannon Grant, Twenty-First Century Scholarship, etc.) for the payment period in which the student resumes Satisfactory Academic Progress. For Federal Direct Loans the student regains eligibility for the entire period of enrollment in which the student again meets Satisfactory Academic Progress standards. Other rules and regulations governing federal and student financial aid programs still apply.

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## Sample Scenarios

### 67% Completion Rate Scenario

Aid Year	Overall Attempted Credit Hours	Minimum Required Credit Hours needed to meet 67% completion rate	Overall Completed Credit Hours	Meeting Completion Rate Requirement?	Satisfactory Academic Progress Status
2005-06	24	16.08 (24 x .67)	18	Yes	Satisfactory status for 2006-07 Eligible for aid for 2006-07
2006-07	48	32.16 (48 x .67)	30	No	Probationary status for 2007-08 Eligible for aid for 2007-08
2007-08	69	46.23 (69 x .67)	45	No	Ineligible status for 2008-09 Not eligible for aid for 2008-09 Student submits an appeal which is approved; status changed from Ineligible to Eligible for 2008-09 Eligible for aid for 2008-09
2008-09	93	62.31 (93 x .67)	60	No	Ineligible status for 2009-10 Not eligible for aid for 2009-10 Student can only regain eligibility if meeting both the Quantity and Quality components of the policy. A second appeal is not permitted.
2009-10	117	78.39 (117 x .67)	84	Yes	Returns to Eligible Status Eligible for aid for 2010-11

### GPA (Undergraduate) Minimum Requirement Scenario

Aid Year	Overall Cumulative GPA	Minimum Required Overall GPA	Meeting Minimum Required Overall GPA Requirement?	Satisfactory Academic Progress Status
2005-06	2.10	2.0	Yes	Satisfactory status for 2006-07 Eligible for aid for 2006-07
2006-07	1.97	2.0	No	Probationary status for 2007-08 Eligible for aid for 2007-08
2007-08	1.98	2.0	No	Ineligible status for 2008-09 Not eligible for aid for 2008-09 Student submits an appeal which is approved; status changed from Ineligible to Eligible for 2008-09 Eligible for aid for 2008-09
2008-09	1.99	2.0	No	Ineligible status for 2009-10 Not eligible for aid for 2009-10 Student can only regain eligibility if meeting both the Quantity and Quality components of the policy. A second appeal is not permitted.
2009-10	2.10	2.0	Yes	Returns to Eligible Status Eligible for aid for 2010-11

- Students must meet both the Quantity and Quality components in order to maintain financial aid eligibility.
- While in a Probationary status the student is eligible to receive financial aid.
- Students can submit only one appeal as an undergraduate student and one appeal as a graduate student at Purdue Calumet.
- If an appeal has previously been considered and the student fails to meet the Quantity and Quality components of the policy the student is not eligible to receive financial aid until the student is once again meeting both the Quantity and Quality components