

According to the United States Department of Education regulations, all students applying for federal and/or state financial assistance must maintain satisfactory progress in their course of study to receive these funds. These standards stipulate, but are not limited to, maintaining acceptable grades, completing a sufficient number of credit hours per semester, and completing degree within a reasonable time frame. A student who does not meet these standards is not eligible to receive federal, state, and/or institutional financial aid. All semesters of attendance are considered for satisfactory progress regardless of whether the student received aid. Adherence to the following standards will be necessary for continued financial aid eligibility.

A student must be making academic progress regardless of whether the student had previously received aid. Before aid is disbursed, a student's progress will be evaluated according to policy guidelines. Any student who has not previously received financial aid may not be notified of their status until they apply for financial aid.

Satisfactory Academic Progress is determined by:

Qualitative Measurement (GPA):

- Undergraduate students must maintain a 2.0 cumulative grade point average to remain in good standing.
- Graduate students must maintain a 3.0 cumulative grade point average to remain in good standing.

Quantitative Measurement: Pace of Progression (Credit Hours):

Students must complete attempted hours according to the following:

- Completion of 67% of cumulative hours attempted (i.e., a student attempts 15 hours; he/she must complete 10).
- Course grades of "I", "WW", "W", or "F" are considered as attempted and not completed.
- Courses completed at McKendree, as well as courses transferred and accepted by McKendree are considered in the Pace of Progression completion rate.
- Once a student completes the class with an "I", they must notify the Office of Financial Aid of the completion and the financial aid status will be reviewed and updated.
- Repeat courses are considered as attempted and are considered in the Pace of Progress completion rate.
 - A student may repeat any course one time (unless the course is deemed not repeatable by the department).
 - A student may repeat a course twice only if the student failed the course (F) both times it was taken before.
 - All grades will appear on the permanent record.
 - For the purpose of computing grade point average and total hours earned, the student taking a repeat/delete will be credited with the highest grade earned for all attempts.
 - If a course has dropped in credit level (for instance from 4 to 3 hours), the residue credit not covered by the repeat will be reflected on the transcript at the grade originally awarded and will be computed in the grade point average, unless extended credit is earned and awarded.
- Students pursuing a second degree are subject to the same requirements as those students pursuing their initial degree.
- Noncredit remedial courses are not offered at McKendree University.

Maximum Time-Frame:

Degree requirements must be completed within a 150% of the program time-frame. Hours earned at McKendree, as well as hours transferred and accepted by McKendree are considered in this time-frame. Any student who has exceeded the maximum time-frame and/or who mathematically cannot finish the program within this period will be considered ineligible for financial aid.

Associates' Degree Maximum Time-Frame = 102 credit hours (68 credit hours x 150%)

Bachelor's Degree Maximum Time-Frame = 180 credit hours (120 credit hours x 150%)

Master's Degree Maximum Time-Frame = *45 – 90 credit hours (30 – 60 credit hours X 150%)

Doctoral Degree Maximum Time-Frame = 45 credit hours (30 credit hours x 150%)

**Program credit hours differ from degree to degree, contact Financial Aid if you would like the Time-Frame amount for your specific catalog year and degree. The amount listed above are listed as examples for standard programs per degree type.*

McKendree University understands students may change their educational goals and programs of study, and additional education is often needed to enhance career opportunities. These students may provide a written request for reevaluation of their status.

Satisfactory Academic Progress Monitoring:

Students are reviewed for Qualitative Measurement, Pace of Progression, and Maximum Time-Frame at the end of each semester (Fall, Spring, & Summer). Students who are on academic plan probation will be evaluated at the end of each semester.

Satisfactory Academic Progress Status:

WARNING- A student will be placed on Financial Aid **WARNING** if:

- The cumulative GPA is less than the stated requirement in the Qualitative Measurement section.

AND/OR

- The student has not successfully completed the minimum 67% of attempted hours including transferred hours.

AND/OR

- The student has reached or exceeded time-frame cumulative credit hours and has not successfully completed the degree requirements.

Financial Aid **WARNING** is for one semester only. A student placed on **WARNING** will continue to receive financial assistance for the **WARNING** semester.

SUSPENSION- A student will be placed on Financial Aid **SUSPENSION** after a Financial Aid **WARNING** if:

- The cumulative GPA is less than the stated requirement in the Qualitative Measurement section.

AND/OR

- The student has not successfully completed the minimum 67% of attempted hours including transferred hours.

AND/OR

- The student has reached or exceeded time-frame cumulative credit hours and has not successfully completed the degree requirements.

A student placed on **SUSPENSION** will lose eligibility to receive financial assistance. Students will receive a notice in writing of their **SUSPENSION** status. Students will have the ability to file a written Non-Satisfactory Progress Appeal; instructions are provided below in the Non-Satisfactory Progress Appeal Section. Standards are enforced even if no prior financial aid was received.

ACADEMIC PLAN PROBATION - A student who is placed on Financial Aid **ACADEMIC PLAN PROBATION**:

- If an appeal is approved by the Satisfactory Academic Progress Committee.
- Will be reviewed at the end of each semester for continued eligibility.
- The Qualitative Measurement (GPA) and Pace of Progression (67% of attempted hours completed) must be achieved each semester based on their approved Academic Plan.
- Students on Academic Plan Probation must complete all courses with an above average grade and have semester GPA higher than the previous semester.
- Students may appeal to have their Academic Plan changed. The appeal must be in writing and approved prior to the student making any changes to their Academic Plan or schedule. The appeal must explain the changes needed and the progression the student expects to achieve.
- If either or both measurements are not achieved, will result in Financial Aid **FINAL SUSPENSION** and loss of all financial aid eligibility in future semesters.

FINAL SUSPENSION - A student who was on Academic Plan Probation but failed to follow plan or progress academically is placed on **FINAL SUSPENSION**. Students in **FINAL SUSPENSION** are not eligible to appeal this status. Financial Aid eligibility can only be reinstated if the student continues to take courses at their own expense and meets Satisfactory Academic Progress as described above.

Students on **FINAL SUSPENSION** that choose to take courses at another institution to increase their academic performance can request a reinstatement with the Director of Financial Aid. See reinstatement section below for full details.

NORMAL PROGRESS- A student that is meeting all satisfactory progress requirements as listed above for their degree.

Non-Satisfactory Progress Appeal:

A student who has been suspended from financial aid may complete and submit a **NON-STATISFACTORY PROGRESS APPEAL FORM** (Available online or in the Office of Financial Aid) for reinstatement. Appeal forms are due as soon as possible and must be submitted before the 100% add/drop period of the next period of enrollment. If there are extenuating or mitigating circumstances contributing to their inability to meet the requirements, students may appeal for one of the following reasons:

1. The death of a relative to the student.
2. Severe injury or illness of the student.
3. Other extenuating circumstances which may include **but are not limited to**: Severe illness of a relative for whom the student has custodial responsibility, military reassignment, required job shift change, or job transfer preventing the student from completing a semester, separation or divorce, etc.

Such an appeal **must be accompanied by supporting documents** and be submitted to the Director of Financial Aid who will share the appeal with the Satisfactory Academic Progress Committee.

Appeals and supporting documentation received by the Office of Financial Aid after the deadline and after classes have begun the Director of Financial Aid may request a course schedule with instructor's names. The instructor for each course may be contacted to confirm you are attending and participating in class. If the appeal and supporting documentation is received by the Office of Financial Aid after grades have been assessed those grades will be considered when determining your financial aid eligibility. By submitting your appeal after the term begins you are responsible for all charges that may be accrued without the eligibility for aid.

A student can typically only appeal Satisfactory Academic Progress once during their academic career per degree. A student in **FINAL SUSPENSION** cannot appeal but only reinstate upon student meeting SAP requirements on their own accord. A student that was on suspension, or on academic plan then reaches normal progress by meeting SAP requirements, then fails to meet SAP again will go back in **WARNING**, then **SUSPENSION** progression. A student can then appeal for a second time, only if their reasoning for failing the policy is different than before, and new documentation can be provided in lieu of original appeal.

Reinstatement:

A student who has been **SUSPENDED** from financial aid for academic reasons and has not had an appeal accepted or is in **FINAL SUSPENSION** status, may be eligible for reinstatement if they enroll in courses at their own expense and meets the criteria listed for Satisfactory Academic Progress for one semester. Students that are enrolled and **SUSPENDED** will be reviewed at the end of each term. Once they have successfully maintained Satisfactory Academic Progress, they will have their Financial Aid reinstated.

If a student chooses to attend another college to increase academic performance before returning to McKendree, the student can request a reinstatement by completing **NON-STATISFACTORY PROGRESS APPEAL FORM**, where they use the schools transcripts as part of their documentation for the appeal. The Director of Office of Financial Aid will review the request for reinstatement with the committee. The student will be notified whether their financial aid has been reinstated or denied.

The McKendree University's Office of Financial Aid will attempt to notify via McK email address, any student currently receiving financial aid who is placed on Financial Aid Warning and/or Suspension. However, failure to receive such notification does not relieve the student of the requirement to read, understand and follow the Satisfactory Academic Progress Requirements for Financial Aid Recipients.