

Northwestern University  
Financial Aid Satisfactory Academic Progress (SAP) Policy for Students Enrolled in  
School of Communication School-Based Masters and Doctorate programs

Federal regulations require recipients of federal financial aid to maintain satisfactory academic progress in their program of study. It is the University's expectation that students make progress toward degree completion. Review of such progress must apply to all terms of enrollment within an academic year, including terms for which no federal financial aid is granted, as explained below.

Students must demonstrate satisfactory academic progress in three fundamental ways:

1. Maintain a cumulative GPA of 3.0 or higher
2. Complete two-thirds of all credits attempted per academic term if enrolled full-time or one-half of all credits if enrolled half-time.
3. Complete program within a specified period of time

1. Maintain a cumulative GPA of 3.0 or higher

The Satisfactory Academic Progress regulations require that students maintain a minimum cumulative grade point average (GPA) in order to remain eligible for financial aid. This cumulative GPA is a 3.0 (on a 4.0 scale).

2. Complete at least two-thirds of all credits attempted per academic term if enrolled full-time or one-half of all credits attempted per academic term if enrolled half-time.

Courses dropped after the first week of the semester will count towards credits attempted. Grades of D, F, Y (incomplete), W (withdrawal), or X (unofficial withdrawal) will not satisfy the requirements for course completion.

3. Complete Program within a Specified Period of Time :

Students have a maximum timeframe of 5 years to complete their degree requirements.

All periods of enrollment will be counted toward the maximum number of terms. Periods of academic leave or non-enrollment will not count against the maximum terms of enrollment.

Remedial and repeated coursework will be counted in the same manner as all other coursework for purposes of Satisfactory Academic Progress.

Students who earn credits through a consortium/contractual agreement will not qualify for additional terms of eligibility.

Students who have completed all required coursework for a degree but have not yet received their degree may not receive further federal financial aid for their academic program.

Students must be on track to complete their degree within their maximum time-frame in order to maintain their financial aid eligibility.

Students who have questions about determining their personal maximum timeframe may contact **Evanston Office of Graduate Financial Aid**.

#### Evaluation of Satisfactory Academic Progress

**Evanston Office of Graduate Financial Aid** will evaluate federal financial aid Satisfactory Academic Progress at the end of each academic year (at the end of the spring quarter) or at the end of each quarter, if a student is enrolled in a year-long program spanning 3-4 quarters. Reviews will occur once grades are published in the University · V system and will also include a review of courses attempted, pace toward graduation, and GPA.

#### SAP Suspension

Students who do not meet the terms of federal financial aid Satisfactory Academic Progress (SAP) will be subject to a SAP Suspension and will not be eligible to receive federal financial aid during the financial aid suspension term. In order to reinstate federal financial aid eligibility after a SAP suspension, students must meet the following criteria for reinstatement:

- Complete 100% of courses enrolled

documentation/statements from academic advisers, professors, professional health care workers, etc., may be requested. The appeal will be reviewed by a committee chaired by the Director of **Evanston Office of Graduate Financial Aid**