

satisfactory **academic progress** policy

The Lewis University Financial Aid Services Office is responsible for ensuring that all students (both undergraduate and graduate) who are receiving federal, state and institutional financial aid are meeting the Satisfactory Academic Progress Policy. In order to continue to receive financial aid, recipients must meet the standards outlined below. The progress of each student will be reviewed each semester according to the requirements outlined below. Those students who are placed on **'Financial Aid Warning'** status after the semester will need to adhere to the policy guidelines in order to avoid being placed on **'Financial Aid Suspension'**.

Qualitative Standard: Cumulative Grade Point Average

Requirement: Each financial aid recipient must be enrolled in an approved certificate or degree program and maintain the minimum cumulative grade point average as outlined below:

Undergraduate	0-33 hours	1.75 cum. GPA
	34-50 hours	1.90 cum. GPA
	51+ hours	2.00 cum. GPA
Graduate	Any hours	2.00 cum. GPA

Quantitative Standard: Maximum Time Frame

Students are expected to complete an undergraduate degree after attempting 192 credit hours. Students are expected to complete a graduate degree after attempting 150% of the required coursework for completion of the graduate degree. Students in the aviation certificate program are expected to complete the program after attempting 98 hours. This policy will consider all enrollments at Lewis University and any transfer credits accepted towards the degree regardless if financial aid was received.

Requirement: Students must progress towards their educational goals at a minimum rate of 67% completion. A student must complete 67% of credit hours attempted. For example if a student attempts 15 semester hours they must complete (earn a grade of 'D' or higher) at least 11 semester hours in order to avoid being placed in a **'Financial Aid Warning'** status.

*NOTE: If a student reaches the attempted credit hour maximum without completing their degree they will be placed on permanent **'Financial Aid Suspension'** with no ability to appeal. Earned A,B,C,D and P grades are considered hours earned. Incompletes, withdrawals and N's are not considered hours earned. Audits, proficiency tests and non-credit courses are not included in attempted hours.*

3/2013

Review and Appeal Process

Students are reviewed according to the criteria outlined above each semester. If students do not meet the above mentioned criteria they are placed on **'Financial Aid Warning'**. Students may continue to receive financial aid while in a warning status. At the end of the following semester those students on warning are reviewed for eligibility. If students do not attain satisfactory academic progress at that time they will be placed on **'Financial Aid Suspension'**.

No additional financial aid will be awarded until the student regains eligibility. In order to regain eligibility the student will be allowed a written appeal. The written appeal must explain the mitigating circumstances that caused the student not to meet the guidelines of the policy and how their situation has changed that will allow them to succeed. The result of a successful appeal will be **'Financial Aid Probation'**. A student on **'Financial Aid Probation'** that does not meet the requirements of the policy will be placed on **'Financial Aid Suspension'**. In order to regain eligibility the student must write an appeal that must include an Academic Plan for the remainder of their degree program. An appointment will need to be made with the appropriate academic official to develop an **Academic Plan**. A student on an Academic Plan will have no further suspensions from financial aid as long as they adhere to the **Academic Plan** as submitted in their appeal. If the student does not adhere to the agreed upon **Academic Plan** they will be placed on **'Financial Aid Suspension'** with only one additional option to appeal.

All satisfactory academic appeals will require the student to complete the appeal process by a deadline. Failure to adhere to the deadline could result in the loss of financial aid for the upcoming academic term. Students will be notified via Lewis University email of their status in regards to Satisfactory Academic Progress.



a guide to understanding your **award letter**



As you prepare for the academic year
the following steps must be completed:

1 Read and review the enclosed **Rights and Responsibilities** and **payment information** related to your Financial Aid Award Letter.

2 Complete the enclosed **Authorization Form**.
Note: New students only

3 Fill out the **Master Promissory Note** and **Entrance Counseling** if the following two statements are true:

- You are a new student to the University or a returning student that did not borrow a Direct Loan in the previous academic year.
- You plan on borrowing the Federal Direct Student Loan.

To complete the **Master Promissory Note** and **Entrance Counseling**:

- Visit www.studentloans.gov
- Click "Sign In" to create your student loan account.
- Enter your social security number, first two letters of your last name, date of birth, and federal (FAFSA) PIN.
- Click the "Entrance Counseling" link to complete the entrance.
- Click on the "Master Promissory Note" link to complete your MPN.
- Choose Lewis University as your school so that we can access this information.

recipient's **right & responsibilities**

Overview

The Financial Aid Award letter is based on full-time enrollment and your living arrangements as indicated on your FAFSA. **If at any time, you change your enrollment and/or living arrangements, you must notify Financial Aid Services.** A change in one of these could result in a change to your financial aid awards.

It is important to note that you must be enrolled at least half-time to receive Federal Direct Loans.

Federal Direct Loans cannot be requested after you graduate or drop below half-time enrollment. Your financial aid awards must be processed before the last day of the semester in which you are enrolled.

Financial aid funds are disbursed to your University account on a semester-by-semester basis after the add/drop period. **Current semester Title IV financial aid cannot be used to pay for a prior semester.**

If your University account has a credit balance after all financial aid funds have been disbursed, you are eligible to receive those excess funds within 14 days from the date that balance occurs.

Enrollment Status

Full-time and half-time enrollment status will vary for undergraduate and graduate students. Full-time enrollment for undergraduate students is considered 12 credit hours, with half-time status being 6 credit hours. Full-time status for graduate students is considered 9 credit hours, with half-time being 3 credit hours.

Institutional and State Aid

Lewis University Institutional Aid is to be used by students pursuing their first undergraduate degree for direct costs only at the University. Direct costs are defined as tuition and room and board charged by the University.

To be eligible to receive institutional monies you must maintain full-time enrollment status, (except in your graduating semester) and not be enrolled in a contract/cohort program.

Renewal of a Lewis University Merit Scholarship is based on maintaining the cumulative GPA listed in the announcement letter received from the Admission Office.

If you are eligible for the State of Illinois Monetary Award Program Grant, it will be awarded based on an enrollment of 15 semester credit hours. If you register for less than the 15 credit hours, your award will be reduced.

December Graduates

If you are graduating in the mid-academic year (December) you must notify Financial Aid Services, as your financial aid eligibility could change.

Verification

Financial aid applicants that have been chosen for verification must complete all required paperwork before their last date of attendance or the end of the term in order to remain eligible. Failure to complete the paperwork could result in loss of eligibility for any financial aid.

Authorization Form

A Federal Funds authorization statement is required of all financial aid recipients. The Authorization Form includes authorization statements for Federal Funds, FERPA, and Title IV Credit Balances. This document must be completed before financial aid can be disbursed. You have the right to rescind or change this authorization at any time during your academic career at Lewis University.

FERPA

The Family Educational Rights and Privacy Act (FERPA) is a Federal law that protects the privacy of student education records. In accordance with this law, Financial Aid Services will not release or discuss any information regarding student account information to anyone other than the student without prior written consent (see Authorization Form).

Online Student Records

Financial Aid Services encourages students to review their information online. The Online Student Records page allows students to view their financial aid status, financial aid awarded amounts, and requested documents, as well as their billing and grades.

Students can access Online Student Records by visiting mycampus.lewisu.edu. "Records Grad/Undergrad" and "Records Accelerated" are located under the "Launch Pad" drop-down menu. We encourage students to bookmark this page in their Web browser for future use.

Official Correspondence

In accordance with Lewis University institutional policy, all official correspondence and notifications to students from the Office of Financial Aid Services will be made via written correspondence to the official mailing address the University has on file and/or will be sent via e-mail to the student's official Lewis University e-mail account.

Private Scholarships

You are responsible to report to Lewis University any other money you receive from sources outside of Lewis University (e.g. Rotary Scholarships, Employee Reimbursement, etc).

You are encouraged to apply for as many private scholarships as you are eligible to receive.

Federal Direct Loans — Subsidized And Unsubsidized

New Student Borrowers:

Any new student who applies for financial aid and is eligible will be awarded the Federal Direct Loan for the academic year. For additional information regarding the Federal Direct Loan Program, please visit www.studentloans.gov.

To ensure that your Federal Direct Loan funds are disbursed in a timely manner, please complete the following steps at www.studentloans.gov:

First – Complete entrance counseling

Second – Complete a Master Promissory Note (MPN)

Once these steps are completed, the Federal Direct Loan can be disbursed to your student account.

Returning Student Borrowers:

As a returning student that has already borrowed Federal Direct Loans, the process of obtaining a Federal Direct Loan is to complete the current year FAFSA. *Note: If you do not intend to borrow a Federal Direct Loan you must notify the Office of Financial Aid Services.*

Federal Work Study

If your financial aid award letter includes Federal Work Study (FWS), this does not automatically assign you to a campus job. This is an estimate of earnings for the year if a student secures employment and works 15 hours each week for the 32-week academic year. The University's policy is to give priority for campus employment to FWS eligible students. Once FWS students who are interested in working are hired, then those students who are not FWS eligible can be considered for campus employment.

Students must complete a new Student Employment Contract:

- Each academic year.
- For each department worked in.
- Whenever changing jobs between semesters.

New student employees must also complete payroll documents and should refer to the Student Employment Manual for additional information. Job listings and other FWS related materials are available via the student's Blackboard account located under the Student tab: **Campus Student Employment.**

Title IV Return of Funds

All financial aid recipients who withdraw from Lewis University are subject to this policy. During the first 60% of the enrollment period, a student earns Title IV funds in direct proportion to the length of time he/she is enrolled. The percentage of aid earned is determined by 1) the date the student officially withdraws, 2) the total number of calendar days in the enrollment period, and 3) the calendar days the student completed during the period of enrollment. For specific information concerning this policy, refer to the Title IV Return of Funds policy located in Financial Aid Services or on our Web site at www.lewisu.edu/finaidpolicies.

Bookstore

You may purchase books online at www.lewisu.edu or www.efollett.com or at the campus Bookstore, located in De La Salle Hall on the main campus in Romeoville.

A student can utilize their Title IV financial aid to purchase books using a voucher if authorization is given to Lewis University. Eligibility for a book voucher becomes available when the amount of financial aid exceeds the direct expense of tuition for the semester, creating a credit balance. During checkout, there will be an opportunity to provide your student identification number to charge the books to your student account.

Office Hours

Monday through Friday
8:30 a.m.—5:00 p.m. CST

We are located on the first floor of the Learning Resource Center (LRC) building.

Portal **quick links**

Admissions

Apply online: www.lewisu.edu/apply

Learn more about our online programs and courses: www.lewisu.edu/academics/programs/onlineprograms.htm

Request information:
www.lewisu.edu/portals/contactus.htm

"Virtually" tour Main campus:
www.lewisu.edu/welcome/vtour

Bookstore

Purchase textbooks, course materials, and Lewis gear: www.lewisu.edu/bookstore

Business Office

Enroll in Online Billing and view refund status:
www.lewisu.edu/monthlystatement

Enroll in semester monthly payment plans by calling 1-800-635-0120 or online at: tuitionpay.salliemae.com

Make payments to your student accounts by credit card (2.65% convenience fee) or checking / savings transfer (free) at: www.lewisu.edu/offices/business/bursar

Consumer Information

Financial Aid Services

Complete an application for Financial Aid (FAFSA): www.fafsa.gov/

Request a PIN to sign your FAFSA:
www.pin.ed.gov/

Check alternative/private loan disbursement dates:
www.elmresources.com/web/guest/borrowerspublic

Print Financial Aid forms:
www.lewisu.edu/finaid/forms

For additional Financial Aid info visit:
www.lewisu.edu/finaid

Library

Search online databases: www.lewisu.edu/academics/library/online_resources.htm

Search library catalogs: www.lewisu.edu/academics/library/librarycatalogs.htm

Registrar

Register online:
www.lewisu.edu/academics/online/records.htm

Order official transcripts:
www.lewisu.edu/admissions/ordertranscripts.htm

Access your grade report:
www.lewisu.edu/academics/online/records.htm

Apply for graduation:
www.lewisu.edu/admissions/graduation

General

Access Blackboard: www.lewisu.edu/bb

