

# STANDARDS OF SATISFACTORY ACADEMIC PROGRESS (SAP) FOR FINANCIAL AID ELIGIBILITY

All degree/certificate seeking students who have completed the college admission requirements and have been granted admission to the College of Western Idaho must meet the following standards in order to establish and maintain eligibility for federal financial aid. The Standards of Satisfactory Academic Progress (SAP) are monitored and enforced in all periods of enrollment.

## 1. GPA Requirement

Students must maintain a **minimum institutional GPA of 2.00** (see "Terms and Definitions").

## 2. Pace of Completion Requirement

Students must make progress toward completion of their declared degree/certificate while maintaining a **minimum 67% completion rate**. The completion rate is calculated by dividing the cumulative number of credit hours a student has successfully completed by the cumulative number of credit hours a student has attempted (see "Terms and Definitions").

## 3. Maximum Time Frame Requirement

Students must be able to complete their declared degree/certificate program **within 150% of the published number of credit hours required to complete the program**. For example, if the published length of an Associate of Arts degree is 60 credit hours, students must be able to complete their degree within 90 attempted credit hours. The maximum time frame calculation is performed as follows:

- All CWI credit hours attempted (including repeated credits), plus (+);
- All credit hours transferred from other colleges/universities, minus (-);
  - All transfer credit hours accepted by CWI are counted as both attempted and completed credits and are included in the maximum time frame calculation.
- All remedial credit hours attempted (course numbers lower than 100), equals (=);
- The TOTAL number of credit hours used to determine current progress toward degree/certificate.

Students can change their declared degree/certificate programs prior to completion; however, all attempted credits in all degree programs are included in the maximum time frame calculation. Students who have previously completed the requirements for a degree/certificate at CWI and who wish to earn an additional degree/certificate may do so, however, all attempted credits that fill degree requirements - including elective requirements - will be counted in the maximum time frame calculation.

Note: If a SAP review identifies that a student cannot mathematically complete their declared degree/certificate program or the student cannot raise his/her institutional GPA to the minimum 2.00 within the maximum time frame, the student is placed on Suspension and is not eligible for federal financial aid.

## SAP Standings

The Standards of Satisfactory Academic Progress (SAP) are evaluated, and students are notified by email of their current SAP standing at the conclusion of each period of enrollment. Possible SAP standings include: Good Standing, Warning, Suspension, Probation, and Education Plan.

### Good Standing

- Students who are meeting all of the Standards of SAP and are not in a period of Warning, Suspension, Probation, or Education Plan are in Good Standing and there are no additional enrollment, advising, or education plan requirements.

### Warning

- Students who have not met one or more of the Standards of SAP will be placed on Warning and are strongly encouraged to meet with their Student Success Advisor to develop a plan for academic success.
- Warning status does not prevent a student from receiving federal financial aid. The Warning status is intended to alert the student to a current deficiency in their academic progress. Continued lack of progress will lead to Suspension.

### Suspension

- Students who have not met one or more of the Standards of SAP while on Warning will be placed on Suspension.
- Students who cannot mathematically complete their declared degree/certificate within the maximum time frame while on any status will be placed on Suspension.
- Students who cannot raise their graduation GPA to the minimum 2.00 within the maximum time frame in any status will be placed on Suspension.

Students who have been placed on Suspension may appeal. Without an approved appeal, students who have been placed on Suspension are not eligible for federal financial aid.

### Education Plan / Probation

- Students who have been placed on Suspension and have successfully appealed are placed on an Education Plan. If the student is able to attain Good Standing status within one period of enrollment, they may be placed on Probation.
- The Education Plan, if followed, will ensure that the student will be able to meet all of the Standards of SAP prior to graduation.
- A student placed on an Education Plan must complete all courses each semester and meet the GPA requirement outlined by the plan.
- Students who begin meeting all of the Standards of SAP while on an Education Plan or in Probation status will be moved to Good Standing status.
- Progress in an Education Plan is measured at the end of each period of enrollment. Students who fail to meet all the requirements of the Education Plan will again be placed on Suspension.
- Students are eligible for federal financial aid while on an Education Plan or on Probation.

## Appeals—Regaining Eligibility for Aid

Students who are placed on Suspension may appeal if there are extenuating circumstances which led to academic difficulties. SAP Appeal Forms are available online here (<https://cwidaho.cc/current-students/satisfactory-academic-progress-sap-standards/#3>) or from any CWI One Stop Student Services location. Submitting an appeal does

not guarantee approval. Students who are placed on Suspension as a result of "Incomplete (I)" or missing grades may also appeal using the SAP Appeal Form and procedure.

SAP Appeals must include:

- A SAP Appeal Form signed by both the student and a Student Success Advisor.
- A typed, detailed statement from the student describing the extenuating circumstances that prevented them from meeting SAP standards and steps that will be taken in order to correct the problem. Extenuating circumstances may include death in the student's immediate family, hospitalization, accidents, and/or illness.
- Additional supporting documentation from the student may be required.

SAP Appeals must be reviewed by a Student Success Advisor and may be referred to a committee for review.

- In review of the appeal, transfer credit hours that do not fulfill graduation requirements in the student's current program may be excluded from the maximum time frame calculation.
- In review of an appeal for a student seeking an additional degree/certificate, all attempted credit hours from a prior degree/certificate that can fill graduation requirements (including elective credit hours) in the additional degree/certificate must be counted. All other attempted credits that do not fulfill graduation requirements (including elective credits) in the additional degree/certificate program are excluded from the maximum time frame calculation.

Note: If a review of a SAP appeal makes it clear that a student cannot mathematically complete their declared degree/certificate program or cannot raise their graduation GPA to the minimum 2.00 within the maximum time frame, the appeal will be denied and the student will NOT be eligible for federal financial aid.

- A course previously assigned a grade considered to be a successful completion may be repeated one time with the assistance of financial aid, subject to the college's academic restrictions on repeats (see "Repeating Courses" section in the catalog).
- Incompletes ("I") must be arranged with instructors and must be completed as indicated by the instructor in accordance with the policy listed in the college catalog. Courses extended beyond the published end of the period of enrollment in which they were originally scheduled are NOT considered credit hours successfully completed.
- Audits ("AU") must be arranged in advance with the instructor, declared by the due date published in the catalog, are not counted either as attempted or completed credits, and are not eligible for federal financial aid.

#### Noncredit and Developmental/Remedial Courses

- Noncredit classes such as Community Education, Workforce Development, Basic Skills Education, and English as a Second Language (ESL) courses which do not satisfy graduation requirements in the student's declared degree/certificate program are not counted either as attempted or completed credits.
- Developmental/Remedial courses (credit bearing classes with course numbers below 100) are included in the Institutional GPA calculation and are counted as both attempted and completed credits in the pace of completion calculation, but are excluded from the maximum time frame calculation.
- Federal financial aid recipients may receive federal aid for a maximum of 30 remedial credit hours.

## Terms and Definitions

### Grading Symbols

- The following grades would represent are credits successfully completed for SAP purposes: A, B, C, D, and P.
  - IMPORTANT: While considered successfully completed for SAP purposes, a grade of D may not be passing in all courses and may not fulfill specific program and/or graduation requirements.
- The following are NOT credits successfully completed: F = Failure, NC = No Credit Granted, NP = No Pass, I = Incomplete, W = Withdrawal, WIP = Work In Progress, and X = Faculty-issued Withdrawal.

### Institutional GPA

"Institutional GPA" is defined in the college catalog and includes all coursework receiving a letter grade of A, B, C, D, F, or X (including developmental/remedial coursework) taken while at CWI. The Institutional GPA also appears on the transcript as "Inst GPA". The Institutional GPA includes developmental/remedial coursework (classes with course numbers below 100), but does not include transfer coursework.

### Repeat, Incomplete, Open-Ended, and Audit Courses

- A course previously assigned a grade considered NOT successfully completed may be repeated with the assistance of financial aid, subject to the college's academic restrictions on repeats (see "Repeating Courses" section in the catalog).