

## **SATISFACTORY ACADEMIC PROGRESS (SAP) POLICY – UNDERGRADUATE**

---

Students are required to maintain and remain in good Satisfactory Academic Progress (SAP) to be eligible for Federal, State and institutional financial assistance. Federal regulations require all colleges and universities to publish and apply standards that monitor students' progress towards completion of their certificate or degree program. Two departments monitor SAP at the completion of each semester. The Registrar's Office monitors course work for academic standing, and the Office of Student Financial Aid Services ensures that all students (including full-time, part-time, and students without aid) are meeting the requirements for SAP. These standards apply to all students regardless of whether or not a student has received previous financial aid or transferred from another institution. The federal regulations set minimum requirements, but schools can choose their own acceptable thresholds. This means that SAP standards can vary from one institution to the next.

Students failing to meet SAP standards will receive communication to their C of I email address. All students should check their email on a regular basis for any changes or updates to their student account, financial aid awards, or requests for documentation.

### ***Maintenance***

In order to maintain SAP the student must

- Have a grade-point average (term and cumulative) which meets the minimum requirements for continuation of study at C of I;
- Earn a minimum number of credits for each academic year; and
- Complete all degree requirements within a specified timeframe.

### **Failure to Make Satisfactory Academic Progress**

Student is granted one semester on "Warning" status. No appeal is necessary, but the student should meet with the PEAK Center or Advisor to assure success for future semesters.

### **Failure after "Warning" Semester, the student is placed on "Suspension";**

Appeal may be submitted with the following:

- Completed Appeal Form with statement,
- An academic plan for success created by the student and the PEAK Center,
- Supporting documentation as to extenuating circumstances, if applicable.

If the appeal is approved the student will be placed in a "Probationary" status for one semester, with continued evaluation and monitoring of student progress.

### **Failure during "Probationary" Status**

Student is ineligible for further aid or enrollment at C of I until he/she can regain SAP eligibility without aid, or submit an additional appeal with supporting documentation.

### ***Evaluation of Academic Progress***

At the end of each semester academic progress will be measured by comparing the number of attempted credit hours (including accepted transfer credits) with the credit hours earned and by the student's term and cumulative grade-point average. This includes any course for which the student has remained enrolled past the Add/Drop period. The following criteria are considered when evaluating a student's SAP:

- **Credits Attempted** Credits attempted are defined as all classes for which a student receives a passing grade (D- or better, or P), or an F, I, W, L, or WA. Excluded credits are counted as withdrawals - attempted, but not completed.

- **Credits Completed** Credits completed are defined as all classes for which a student receives a passing grade of D- or better, or P.
- **Credits Excluded from the Pace Calculation** Remedial credits will not be counted as credits attempted or completed. Audit credits do not count as credits attempted or completed.
- **Repeat Courses** Repeat courses count as attempted and completed credits. Financial aid will be paid for repeat courses when the initial grade is an F. Financial aid will only be paid twice for a repeat course if the course has been passed with a D- or better at any time.

By rule, SAP standards must include both a qualitative standard and a quantitative standard:

- **Qualitative Requirement:** A student must maintain an acceptable GPA in order to continue to receive financial assistance. The criterion is the maintenance of a 2.00\* (term and cumulative) GPA; initially, students with less than a 2.00\* (term and cumulative) GPA will be placed on "Warning" and have one semester to improve their academic record before being placed on "Suspension." Grade-point averages are monitored by the Registrar's office; see the "Policies and Procedures" section for additional information. Students placed on "Warning" are eligible to receive financial aid.
- **Quantitative Requirement:** A sliding scale is used to monitor an undergraduate student's quantitative requirement. The completion rate is calculated by dividing the number of successfully completed credits by the number of attempted credits over the student's entire academic career, including all accepted transfer credits and any credits earned during periods of enrollment when the student was not receiving financial aid. If a student changes course of study (major), the hours attempted under all courses of study are included in the calculation of attempted and earned hours.

*\*College scholarships and some state and federal grants are reduced if the student's cumulative GPA falls below a 3.00. Students should refer to their award letter or the Office of Student Financial Aid Services for additional information.*

### **Maximum Time Limit (PACE)**

Pace is required to ensure students complete their program of study within the maximum time frame. Timeframe is calculated by a student's ability to complete an undergraduate program, measured in credit hours, a period no longer than 150 percent of the published length of the program. That is, students must complete the 124 credits required for completion of a C of I degree, 150 percent of total credits is 186, at which point the student may lose financial aid eligibility. Students must complete 70% of all credits attempted at C of I and those transferred and accepted from other schools.

*If a SAP review makes it clear the student cannot mathematically complete the degree in the allotted time frame or is unable to raise the cumulative GPA to the minimum 2.00 within the maximum time frame, the student is placed on "Suspension."*

### **Pace of Progression**

Pace is calculated by dividing cumulative credits successfully completed by cumulative credits attempted.

**Cumulative Credits Successfully Completed ÷ Cumulative Credits Attempted = %**

### **Pace to Completion**

To ensure federal compliance, students who enroll in a degree seeking program and have earned 124\* credits or more, including transfer and regular credits, should be on an academic plan or Applying for Graduation, at which time a **Credit Evaluation** will be completed.

- If the remaining credits needed to complete the bachelor's degree plus the credits already attempted will cause the student to exceed the 186 maximum allowable attempted credits, the student will be required to complete a petition.
- Students are no longer eligible for financial assistance once they have received 186 undergraduate credits during their academic career or after they have graduated.

- The exception to this is the fifth-year internship program through the education department, which occurs after a student graduates.

*\*For undergraduate students, to reach 124 credits, enrollment will be approximately 16 credits each fall and spring semesters for 4 years.*

### **Number of Credits Successfully Completed**

NUMBER OF HOURS SUCCESSFULLY COMPLETED	COMPLETION RATE REQUIRED
0-28 Completed Undergraduate Credits	70% completion rate
29-60 Completed Undergraduate Credits	75% completion rate
61 $\geq$ Completed Undergraduate Credits	80% completion rate

**Example 1:** A first-year student is enrolled for 12 credits during the fall semester and successfully completes 9 of those credits. To calculate the completion rate, 9 credits divided by 12 credits attempted equals 75%. This student is making satisfactory progress.

**Example 2:** A student is enrolled in 12 credits during the fall semester and successfully completes 6 credits (a 50% completion rate). This student would be placed on "Warning" for the spring semester. During the spring semester the student attempts 15 credits and completes 12 credits. The student's completed percentage at the end of the spring semester (18/27) is 66%. The student is placed on "Suspension."

### **Student Standings**

Students' progress according to the SAP Standards is measured at the end of every semester in order to determine eligibility for future semesters. Students can be in one of following SAP status categories:

#### **Dean's List**

To receive "Dean's List" recognition, a student must complete at least nine or more graded credits (excluding grades of P and S) in a given semester and achieve a (term and cumulative) GPA of 3.75 or higher for that semester. "Dean's List" recognition is given only for the fall and spring semesters.

#### **Good Status**

Students who are meeting all of the Standards of SAP and are not in a period of "Warning," "Suspension," or "Probation" are in "Good" standing and no additional enrollment, advising, or "Academic Plan" requirements are specified.

#### **Warning Status**

Students falling below the standards will be placed on "Warning" and will receive a letter and/or an e-mail (YOTE Mail). A student may continue to receive financial assistance during the "Warning" period.

Students on "Warning" are encouraged to work with the PEAK Center and to use the counseling, tutoring, testing, and other services available on campus to assist them with improving their academic standing.

At the end of the next semester, progress will be reviewed and the student may;

- Be removed from "Warning" and placed in "Good" status if both the GPA (term and cumulative) and cumulative completion rate standards are met; **OR**
- Be placed on "Suspension"(see Suspension Status below).

#### **Suspension Status**

Students who do not meet one or both standards (Qualitative and Quantitative) are no longer eligible for financial aid or enrollment at C of I. Students will receive a letter informing them of their "Suspension." Students who are placed on

"Suspension" may petition if there are extenuating circumstances that led to academic difficulties (see Petition Process below).

### **Probation / Academic Plan**

A student on "Probation" may enroll and if eligible receive federal, state, and institutional aid for one semester pending evaluation.

Students who have been placed on "Probation" and are attending their program under an approved academic plan remain eligible for aid as long as they continue to meet the conditions of that plan.

### **\*Petition Process**

Students who are placed on "Suspension" may petition if there are extenuating circumstances that led to academic difficulties. A student may petition (with supporting documentation) in these situations:

- Extenuating circumstances: situations over which the student has no control and may include death in the student's immediate family, hospitalization, accidents, and illness. Supporting documentation is required.
- "Suspension" resulting from a grade of "Incomplete" (I) or missing grades.

The following must be included with the petition:

- Why the student failed to meet satisfactory progress
- What has changed in the student's situation that will allow the student to demonstrate satisfactory progress at the next evaluation
- A written academic plan with advisor/PEAK signature.

The Financial Aid and Academic Standing Committee will:

- Review the petition and current academic performance,
- Convey in writing to the student the approval or disapproval of the petition.
  - If the petition is approved, the student will be placed on "Probation" for the next semester.

Students who have been "Suspended" and choose not to petition, or who miss the petition's deadline, or whose petition is denied may be considered for re-admission upon presenting evidence of ability to do satisfactory college work. Normally, the expectation is that the student will complete at least 12 credits at another regionally accredited college or university with no grade below a C, courses must be transferrable and applicable to students program. Students who have been dismissed and do not appeal may not enroll in any classes at The College of Idaho unless they have permission from the Financial Aid and Academic Standings Committee.

*\*A student may submit a maximum of 2 petitions during their time of study at The College of Idaho.*

### **Reinstatement**

The policy does not preclude a student from enrolling in subsequent semesters. Students can raise their GPA (term and cumulative) and/or satisfy credit deficiencies by taking additional course work by transferring in credits from another institution. Students who have lost eligibility for financial aid will not regain eligibility simply by paying for his or her classes for a semester or by sitting out a semester. Students may have their financial aid reinstated once all SAP standards (both qualitative and quantitative) are met. Students can also submit a copy of their College of Idaho transcript and a petition form to verify grade changes, including removal of Incompletes, if this will result in the student meeting the requirements of SAP for financial assistance.