

# Satisfactory Academic Progress (SAP) Policy

## CAS Financial Aid Office

Students must make Satisfactory Academic Progress towards earning a degree as stipulated in the chart below to receive financial aid at IWU from all federal and state student aid grants, Work Study and loan programs. Some additional aid programs may also use part or all of the SAP standards as minimum criteria for funding eligibility.

<i>REVISED effective July 2011</i>	Undergraduate Programs			Graduate Programs
Total Hours Earned and Recognized by IWU for Degree Consideration from All Institutions	1 – 28	29 – 44	45 – up	All Master's Level taught in semesters
Minimum Cumulative GPA	1.80	1.90	2.00	3.00
Minimum Pass Rate Percentage of Total Hours Successfully Completed (Measured as Hours Earned ÷ Hours Attempted)	67%	67%	67%	67%
Maximum Total Credit Hours or Time Allowed to Complete First Academic Major Requirements	150% of the specific degree programs published length			6 years from start of program

### SAP Evaluation

- All degree-seeking financial aid applicants SAP will be calculated annually, typically after summer enrollment concludes or at the point of awarding aid after their first academic year at IWU. Some additional calculations may be made for students in programs which take less than two years to complete. SAP may be calculated for non-degree students as well due to aid funding rules.
- Quantitative (hours attempted and earned or years of degree pursuit) and qualitative (cumulative GPA) SAP is measured.
- Changes in major may alter the SAP status, which is based upon the first academic major as shown by the IWU Registrar's Office at the time SAP is calculated.
- Students meeting the standards listed above when calculated will be in SAP GOOD STANDING.
- SAP SUSPENSION will be required whenever a student is calculated as having failed to meet the standards listed above. SAP SUSPENSION will also be required for any aid applicant if at the point their SAP is calculated it is obvious they cannot mathematically complete their program by the cumulative limit.
- SAP SUSPENSION causes students to be ineligible for the aid programs listed above.
- Students who are on academic suspension or dismissal will also be placed on SAP SUSPENSION.
- Eligibility is reestablished after the student improves their academic record to meet the minimum standards or a justifiable SAP Appeal is approved. (See Appeals)
- Rules are applied uniformly to all students for all countable periods of enrollment whether or not aid has been received previously.
- Students are held responsible for knowing SAP eligibility criteria and their SAP status. Students should contact the CAS Financial Aid Office if they have any questions about their SAP status.

### Grades

- All courses attempted at IWU and those taken elsewhere, which are recognized by the IWU Registrar's Office as related to the current degree pursuit, are counted as hours attempted regardless of grade assigned. This includes enrollments which end as incompletes, failed or withdrawn grades.
- Only courses for which final grades issued are recognized by the IWU Registrar's Office as passing will be counted as earned. (Example: A, A-, B+, B, B-, C+, C, C-, D+, D, S, CR, etc.)
- Courses shown as failed, incomplete, withdrawn or concluded with no grade submitted count as hours attempted and not earned. Additional courses with non-passing results are counted similarly.
- All courses designated as repeated for grade improvement count as hours attempted, but only count once if passed as hours earned.
- Courses attempted repetitively for credit count as both hours attempted and if passed as hours earned.
- Audit and non-credit classes are ineligible for financial aid and are not counted in SAP calculations.
- The official institutional GPA determined by the IWU Registrar's Office is used for all qualitative measures.

## **Additional Earned Credits**

1. Credit hours earned by testing or other non-standard means are counted in the SAP calculations as both hours attempted and earned. This includes hours earned from credit by exam, AP Courses, CLEP, PEP, DANTES, military credits and assessed credits.
2. All credit hours applicable to the current degree pursuit attempted through International Student Exchange Program (ISEP), International Baccalaureate, Study Abroad, and through Consortium or Contractual Agreements with other institutions count in both attempted and earned calculations.
3. Should remedial or English as a Second Language (ESL) classes be offered, such courses will count in both attempted and earned hours calculations even though credits may not apply toward completion of degree requirements. They may also impact GPA calculations.

## **Transfer Students**

1. Transfer students with no grade history at IWU will enter on SAP GOOD STANDING or the appropriate SAP status for their academic admission status.
2. For programs that require complete academic transcripts for work attempted at other institutions, transcripts are expected to be submitted to the Admissions Office or the Registrar's Office at the point of being accepted to the university. A SAP evaluation including the transfer hours applicable to the current degree pursuit and IWU hours earned will be run at the next scheduled calculation.

## **Former IWU Students Returning To Complete Their Degree Pursuit and Academic Renewal**

1. Former students will re-enter at the SAP status earned at the end of their last IWU enrollment or the appropriate SAP status as calculated at the point of processing their aid.
2. If complete academic transcripts are required for work attempted at other institutions since their last IWU enrollment, they are expected to be submitted to IWU upon readmission. A SAP calculation including the transfer work applicable to the current degree pursuit will be run at the next scheduled calculation point.
3. IWU does not offer an Academic Renewal option for prior course forgiveness. All courses taken at IWU relevant to the current degree pursuit are included in the SAP calculation.

## **Appeals and Reestablishing Aid Eligibility**

1. SAP SUSPENSION may be appealed if unusual and/or mitigating circumstances affected academic progress. Such circumstances may include a severe illness or injury to the student or an immediate family member, the death of a student's relative, student activation into military service or other circumstances as deemed appropriate for consideration by the SAP Appeals Committee. If approved, aid eligibility will be temporarily reinstated.
2. To appeal the student must submit a legible letter, a completed SAP Appeal Form and supporting documentation to the CAS Financial Aid Office. These must explain in detail why the student failed to meet the minimum academic standards, what unusual and/or mitigating circumstances contributed to the failure and how their situation has changed to allow the student to meet SAP requirements by the next calculation.
3. Appeals must be received by the CAS Financial Aid Office no later than 15 business days before the end of the term for which reinstatement is desired. Early appeal submission is strongly encouraged.
4. The SAP Appeals Committee decision result will be sent to the student by mail or electronic means.
5. Appeal approvals place the student onto SAP Probation status and temporarily restore aid eligibility. The SAP Appeals Committee will assign the student an Academic Plan for improvement. The student will remain eligible for aid provided they meet the expectations of the Academic Plan each semester.
6. Appeal approvals are not applied retroactively after the end of a semester for federal grants, Federal Perkins Loans, Federal Work Study eligibility or most state grants. However, Federal Stafford or PLUS Loan eligibility may be reestablished for the entire period of enrollment within an academic year.
7. Appeal approvals will give the conditions and timeframe for maintaining aid eligibility.
8. SAP Appeals Committee decisions cannot be appealed to another source.
9. Students who raise their cumulative standards to equal or exceed the minimum requirements should contact their financial aid counselor to see if they may be reinstated to SAP GOOD STANDING from that point forward.