

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 financial aid and scholarships. The Standards of Satisfactory Academic Progress (SAP) are monitored and enforced in all periods of enrollment. ***The Standards of SAP are evaluated and students are notified of their current SAP standing at the conclusion of each period of enrollment.***

Deadline to submit appeals is the last day to withdraw from courses every semester.

REQUIREMENTS

1. GPA Requirement

- Students must maintain a **minimum Institutional GPA of 2.00** (see “Terms and Definitions”).
Please Note: Some financial aid and scholarship awards have higher GPA requirements.

2. Pace of Completion Requirement

- Students must 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 Timeframe Requirement

- Students must be able to complete their declared degree or 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 64 credit hours; students must be able to complete their degree within 96 attempted credit hours. The maximum timeframe calculation is performed as follows:
 - All CWI/CSI credit hours attempted (including repeated credits), plus (+);
 - All credit hours transferred* from other colleges/universities, minus (-);
 - All remedial credit hours attempted (course numbers less than 100), equals (=);
 - The TOTAL number of credit hours used to determine current progress toward degree/certificate.

**All transfer credit hours accepted by the college are counted as both attempted and completed credits and are included in the maximum timeframe calculation (see “Appeals- Regaining Eligibility for Aid”).*

Please Note: *If a SAP evaluation makes it clear that a student cannot mathematically complete his/her declared degree/certificate program or the student cannot raise their Institutional GPA to the minimum 2.00 within the maximum time frame, the student is placed on “Suspension” (see “Notifications”, “Appeals & Regaining Eligibility for Aid”).*

- Students who change declared degree/certificate programs prior to completion may do so, however all attempted credits in all degree programs are included in the maximum timeframe calculation (see “Appeals & Regaining Eligibility for Aid”).
- 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 (see “Appeals & Regaining Eligibility for Aid”).

NOTIFICATIONS AND SAP STANDINGS

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

"GOOD STANDING"

Students who are meeting all of the Standards of Satisfactory Academic Progress and are not in a period of "Warning", "Suspension", or "Probation" are in good standing and no additional enrollment, advising, or education plan requirements are specified.

"WARNING"

Students who have been in "Good Standing" and who have not met one or more of the Standards of Satisfactory Academic Progress will be placed on "Warning" and strongly encouraged to meet with their academic advisor to develop a plan for academic success. A "Warning" does not prevent a student from receiving financial aid and scholarships. A "Warning" is intended to alert the student to a current deficiency in their academic progress. Continued lack of progress will ultimately lead to "Suspension". A student can only be on "Warning" for one consecutive period of enrollment.

"SUSPENSION"

- Students who have not met one or more of the Standards of Satisfactory Academic Progress while on "Warning" will be placed on "Suspension." Without an approved appeal, students who have been placed on "Suspension" are not eligible for financial aid and scholarships.
- Students who have not met one or more of the Standards of Satisfactory Academic Progress while on "Suspension" will again be placed on "Suspension." Without an approved appeal, students who have been placed on "Suspension" are not eligible for financial aid and scholarships.
- Students who cannot mathematically complete their declared degree/certificate within the maximum timeframe while on any status ("Good Standing", "Warning", or "Probation"), will be placed on "Suspension".
- Students who cannot raise their graduation GPA to the minimum 2.00 within the maximum timeframe in any status ("Good Standing", "Warning", or "Probation"), will be placed on "Suspension".
- Students who have been placed on "Suspension" may appeal. Appeals are reviewed and either approved or denied. *Submitting an appeal does not guarantee approval.*

"PROBATION" AND "EDUCATION PLAN"

- Students who have been placed on "Suspension" and have successfully appealed are placed on "Probation" for one period of enrollment. Students placed on "Probation" regain eligibility for financial aid and scholarships; IF
 - the student should be able to meet ALL of the Standards of Satisfactory Academic Progress again by the end of one subsequent period of enrollment; **OR**
 - the student is placed on an "Education Plan" leading to graduation that, if followed, ensures that the student is able to meet ALL of the Standards of Satisfactory Academic Progress again by a specific point in time. 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 Satisfactory Academic Progress while on "Probation" or an "Education Plan" will be placed in "Good Standing" at the conclusion of the period of enrollment or contract period. Progress in an "Education Plan" is measured at the end of each period of enrollment. Students who do

not meet all of the Standards of Satisfactory Academic Progress while on “Probation” or “Education Plan” will again be placed on “Suspension.”

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 at <http://www.cwi.edu/current-students/forms-and-publications> or from any CWI One Stop Student Services Location. **Deadline to submit appeals is the last day to withdraw from courses every semester.**

- Extenuating circumstances are those over which the student has no control and may include death in the student’s immediate family, hospitalization, accidents, and illness. Additional supporting documentation may be required.
- Students who are placed on “Suspension” as a result of “Incomplete (I)” or missing grades may also appeal using the standard appeal form and procedure.

SAP Appeals must include:

- A SAP appeal, signed by both the student and a CWI academic advisor with current major, catalog year, and remaining course requirements in their degree/certificate program.
- A letter from the student stating the extenuation circumstances that caused failure to meet SAP Standards and the specific plan to ensure future academic success in completing their degree.
- Supporting documentation from the student, if any.

SAP Appeals must be reviewed by a CWI academic advisor and may be referred to a committee for review.

- In order for an appeal to be approved, students must either be able to meet the Standards of Satisfactory Academic Progress by the end of the next period of enrollment and be placed on “Probation”; or the student must be placed on an “Education Plan” that, if followed, will ensure that the student will be able to meet the Standards of Satisfactory Academic Progress by a specific point in time (beyond the next period of enrollment).

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

When considering an appeal:

- Transfer credit hours that do not fulfill graduation requirements in the student’s current program are excluded from the maximum timeframe calculation.
- For students 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 fill graduation requirements (including elective credits) in the additional degree/certificate program are excluded from the maximum time frame calculation.
- Students who successfully appeal are placed on “Probation” or “Education Plan” (see “Notifications”).

TERMS AND DEFINITIONS

GRADING SYMBOLS

- The following are credits successfully completed for SAP purposes: "A", "B", "C", "D", or "P".
Please Note: While successfully completed for SAP purposes, "D" 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, "CIP" = Course In Progress.

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 coursework) taken while at CWI. The Institutional GPA also appears on the transcript as "Inst GPA". The Institutional GPA includes developmental 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 (see "Grading Symbols") may be repeated with the assistance of financial aid, subject to the college's academic restrictions on repeats (see "Repeating Courses" in the college catalog).
- A course previously assigned a grade considered to be a successful completion (see "Grading Symbols") may be repeated one time with the assistance of financial aid, subject to the college's academic restrictions on repeats (see "Repeating Courses" in the college 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.
Please Note: Courses extended beyond the published end of the period of enrollment in which they were originally scheduled are NOT 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 financial aid and scholarships.

NON CREDIT AND DEVELOPMENTAL/REMEDIATION COURSES

- Non-credit classes such as 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, are counted as both attempted and completed credits in the Pace of Completion calculation, but are excluded from the Maximum Timeframe calculation.
Please Note: Federal financial aid recipients may receive aid for a maximum of 30 remedial credit hours.