STANDARDS OF SATISFACTORY ACADEMIC PROGRESS (SAP)

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

GPA Requirement

- Students must maintain a minimum graduation GPA of 2.00 (computed using a 4.00 scale).

  Please Note: Some financial aid and scholarship awards have higher GPA requirements.

Pace of Completion

- 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. Remedial courses (classes with course numbers below 100) are excluded from the completion rate calculation.

Maximum Timeframe 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 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 CSI/CWI 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 & Reinstatement”).

- If a SAP review makes it clear that a student cannot mathematically finish his/her declared degree/certificate program within the maximum time frame, the student is placed on “Suspension” (see “Notifications”, “Appeals & Reinstatement”).

- 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 & Reinstatement”).

- Students who have previously completed the requirements for a degree/certificate at CSI/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 & Reinstatement”).

Notifications

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. Please Note: If a SAP review makes it clear that a student cannot mathematically finish his/her declared degree/certificate program within the maximum time frame, regardless of status (“Good Standing”, “Warning”, or “Probation”), the student will be placed on “Suspension” (see “Appeals & Reinstatement”).
“Good Standing”
- Students who are meeting all of the Standards of Satisfactory Academic Progress, are not in a period of “Warning”, “Suspension”, or “Probation” are in good standing and no additional enrollment, advising, or academic contract 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 are placed on “Warning” and strongly encouraged to meet with their major advisors to develop a plan for academic success. A “Warning” does not prevent a student from receiving Federal Financial Aid or scholarships. A “Warning” is intended to alert students to a current deficiency in their academic progress. Continued lack of progress will ultimately lead to “Suspension.”

“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 Federal Financial Aid and certain scholarships.
- Students who have been placed on “Suspension” may appeal. Appeals are reviewed and either approved or denied – submitting an appeal does not guarantee approval.
- SAP appeal forms are available online at www.csi.edu/financialaid

“Probation”
- 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 Federal Financial Aid and certain scholarships; if
  - the student should be able to meet ALL of the Standards of Satisfactory Academic Progress by the end of one subsequent period of enrollment; or
  - the student is placed on an academic contract leading to graduation that, if followed, ensures that the student will be able to meet all of the Standards of Satisfactory Academic Progress by a specific point in time.
- Students who again begin meeting all of the Standards of Satisfactory Academic Progress while on “Probation” will be placed in “Good Standing” at the conclusion of the period of enrollment or contract period. Progress in an academic contract 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” will again be placed on “Suspension.”

Appeals to Regain Eligibility for Federal Financial Aid
- SAP Appeals must include:
  - completed SAP appeal
  - written statement from the student addressing why the student failed to make satisfactory academic progress, and what has changed in the student’s situation that will allow the student to demonstrate satisfactory academic progress at the next evaluation; and
  - supporting documentation of extenuating circumstances
- SAP appeals are submitted to the Financial Aid Office
- SAP appeals are reviewed and approved/denied by Financial Aid staff
  - **Step One** ~ Students appealing must submit with their appeal documentation of extenuating circumstances which led to academic difficulties.
    - 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.
    - The Financial Aid Office will review your statement and documentation to determine if your extenuating circumstances have merit.
    - If your extenuating circumstances are deemed to have merit, you will be granted the ability to complete step two of the appeal. If it is determined that your extenuating circumstances and/or documentation is invalid your appeal will be denied. Incomplete appeals/documentation will not be considered.
  - **Step Two** ~ the appeal requires that you complete an academic plan with your major advisor. Academic plan forms are available from the Financial Aid Office. Approval/denial of the Satisfactory Academic Progress Appeal will be dependent on your academic plan and your ability to meet the terms of Satisfactory Academic Progress (www.csi.edu/SAP) Please note that receiving initial approval of extenuating circumstances does not guarantee your appeal will be approved
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.

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; or the student must be placed on an academic contract 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.

When considering an appeal:
- Transfer credit hours that do not fulfill graduation requirements in the student's current major are excluded from the maximum timeframe calculation.
- 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 non-remedial attempted credits that do not fill graduation requirements (including elective credits) in the additional degree/certificate program are excluded from the maximum timeframe calculation.

Students who successfully appeal are placed on “Probation” (see “Notifications”).

Terms and Definitions

Grading Symbols
- The following are credits successfully completed for SAP purposes: "A", "B", "C", "D", "P".
- 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, “WIP” = Work In Progress.

Graduation GPA
- Graduation GPA is defined in the college catalog and includes all college level coursework receiving a letter grade taken at CSI/CWI and all college level transfer coursework accepted by CSI/CWI.

Repeat, Incomplete, Open-Ended, and Audit Courses
- Courses previously passed with a grade of “C”, “B”, or “A” may not be repeated with the assistance of Federal Financial Aid. Courses previously passed with a “D” or courses failed with an "F" or “NC” may be repeated one time with the assistance of Federal Financial Aid. (see also “Repeating Courses” in the College Catalog).
- Incompletes “I” must be arranged with instructors and must be completed as indicated by the instructor according to the policy listed in the catalog.
- 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 declared by the due date published in the catalog, and they are not counted either as attempted or completed credits, and are NOT eligible for Federal Financial Aid.

Non-Credit and Remedial Courses
- Non-credit, community education, adult basic education (ABE), courses which do not satisfy graduation requirements in the student’s declared degree/certificate program, are not counted either as attempted or completed credits.
- Remedial courses (credit bearing courses numbered below 100) do count as both attempted and completed credits although remedial credits are excluded from the pace of completion and maximum timeframe evaluation.

Please Note: Federal Financial Aid recipients may receive aid for a maximum of 30 attempted remedial credit hours.