

SATISFACTORY ACADEMIC PROGRESS POLICIES

Policies

The Satisfactory Academic Progress (SAP) system at IWU bears a similar set of requirements as the government with respect to qualitative, quantitative, and timeframe measurements when evaluating for federal aid. IWU has a slightly different policy than the government when evaluating for institutional aid. Below you will find the general federal and institutional aid SAP requirements for IWU. All students are evaluated under the same requirements as all other students in their population.

The Financial Aid Office is responsible for evaluating SAP after every Spring term for the Financial Aid Office. Financial Aid works closely with the Registrar's Office along with the Associate Provost to ensure timely reporting and up to date academic policies. The Registrar's Office generates a report for the Financial Aid Office to inform students if they are not meeting the established requirements. Students are notified and are advised of their right to appeal any reduction in aid.

Timeframe Measure

IWU offers aid to students that are in an eligible degree program, demonstrate successful progress towards a degree, and complete a majority of their classes. Students are able to receive institutional aid for up to 9 semesters. Students will qualify for federal aid up to 150% of the degree program requirements. State aid has varying degrees of length requirements depending on the aid program but generally 9 semesters is the max amount of times a student can receive state aid. Most degree programs at IWU are 32 unit hours. Therefore, students must have completed their degree by attaining 48 unit hours (150% of 32 unit hours). Students with degree programs longer than 32 unit hours will be afforded the same 150% completion rate.

Students that have reached the maximum number of terms and/or 150% percent allowable will not qualify for aid. Students are notified that their aid is suspended and the reason for discontinuance. Part time enrollment does count into all totals. All classes attempted will count into all totals even if the student has been granted an academic amnesty override.

In extraordinary circumstances, financial aid may be continued even through the above standards have not been met. This requires that the student demonstrate in a written appeal that undue hardship contributed substantially to the student's failure to make satisfactory academic progress. These appeals for aid continuation are granted on a case-by-case basis.

Students are required to finish their degree requirements and graduate within 5 years. If a student must attend longer than 5 years, the student is required to submit a letter of appeal stating the reason(s) that caused the student to attend longer. The student is considered as not meeting SAP requirements for institutional aid if attending longer than 5 years. Students must also meet the requirements in the chart shown below.

Quantitative Measure

All students are required to successfully complete at least 75% of the attempted classes at IWU (total units earned divided by total units attempted). The Financial Aid Office will review completion rates at the end of the Spring semester once grades are posted. Students who transferred into IWU will also have to successfully complete at least 75% of the attempted classes at IWU. All of this will be reviewed at the end of spring semester.

Qualitative Measure

All students must abide by the requirements listed in the chart below. These are the minimum requirements for students will with respect to eligibility for federal and state aid. In addition to this chart, students must maintain a 3.0 gpa for institutional merit aid.

Year In School vs. Minimum GPA Required

Year In School	Minimum GPA
1	1.8
2	2.0
3	2.0
4	2.0
5	2.0

Probationary or Conditional Periods

Students that do not meet either the qualitative, quantitative, and/or timeframe requirements are placed on a suspension status. Suspension periods will last a minimum on one term or until the following spring term in which SAP will be reviewed again. Students are afforded the right to appeal their suspension status before any suspension term if there were special circumstances that contributed to the student's lack of academic performance (see Appeals section below). In the event a student is on financial aid suspension during the fall term, the student is able to appeal their status after the fall term if they believe that they have attained at least the minimum requirements for SAP. The Financial Aid Office will re-review a student's SAP eligibility under special circumstances only. If approved, the student is placed on probation and may regain eligibility for aid if the student is found to be meeting the minimum requirements again during.

Treatment of Nonpunitive Grades, Repeated Courses, Audited Courses, Pass/Fail Courses, Withdrawals, Absences, & Incompletes

Each year there will be a hand full of students that receive non-punitive grades for classes attempted. Withdraws are not factored into a student's GPA but do affect the student's completion rate. Students are able to withdraw from a class for any reason. If a student withdraws from a class after the established withdraw date, the student will receive a failing grade.

Students are able to repeat courses that they did not successfully complete previously. Repeat courses will replace the grade on the original attempt when calculating a student's cumulative gpa. Repeat courses and any originally attempted courses at IWU are factored into courses attempted when calculating the student's 150% attempted rate.

Students are able to withdraw from courses. Withdrawn courses will not affect their GPA when calculating a student's cumulative GPA. However, repeat and withdrawn courses will factor into courses attempted when calculating the student's 150% attempted rate.

Audited courses are offered to students who would like to learn the material taught in the course but will not count for academic credit. Audited classes do not bear a GPA or factor into the 150% completion rate.

Pass/Fail courses are courses that are required for degree completion may not be worth units. If they are worth zero units, they are not counted toward a student's enrollment load and not added to courses attempted/completed totals. If the course is worth units, the course will be counted toward courses attempted and courses earned (if a Pass is earned).

Incomplete grades are given to students under special circumstances in which the student was unable to complete the course in the standard academic timeframe. Incompletes are given with the understanding that the student will complete the course. If the course is not completed within allotted timeframe, the student is given an F for failure to complete the course. Once an incomplete is completed, the grade will replace the non-punitive grade and will count in the GPA. Incompletes will always be counted in a student's courses attempted.

Treatment of Transfer, Consortium, Second Degree, & Second Major Courses

Academic credit accepted by IWU for transfers students will be counted toward the student's progress of their degree program. Classes will be included in their attempted and earned units.

Students who are working on a second bachelor's degree will not qualify for financial aid outside of federal loans and private loans. Their completion rate for the second degree will be separate from their first degree rate and will begin at the rate in which the student completed the general education courses.

Transfer and consortium agreement hours will be reviewed by the Registrar's Office. A list of these students is given to the Financial Aid Office for processing. Their SAP progress is monitored through the standard SAP monitoring process.

Suspensions Status

Students who are not meeting the qualitative, quantitative, and/or timeframe requirements are placed in a suspension status. The suspension status will cause the student to no longer be eligible for federal and state financial aid. Students may continue to receive institutional financial aid with a suspended status. IWU does not offer warning statuses for those students who are close to not meeting SAP requirements.

Appeals

Students that do not meet the minimum standard of SAP at IWU do have the right to appeal their situation. Students are informed of their right to appeal in the letter or email they receive notifying them of their loss of eligibility. IWU does not offer a warning period for students who are close to losing their eligibility for aid due to SAP issues. Students will need to submit a letter appealing the SAP status by providing information that explains the special circumstances (such as mental health, death in the family, etc...) and provide documentation (if applicable) supporting why the student was unable to meet the minimum SAP requirements. The appeal letter must also state what steps the student has taken to resolve this issues surrounding their situation. The SAP Appeal Committee will review the letter and documentation to determine if the situation was a valid situation in which the student could not meet the requirements. Approved appeals place a student into a probationary status and will allow the student to be eligible for aid for 1 term. Their eligibility is reviewed after the 1 term to see if they are meeting SAP or meeting the terms set by the Appeal Committee. Those students who are meeting SAP or meet the stipulations of the Appeal Committee will continue to receive aid. Those students who fail to meet SAP and the Appeal Committee stipulations, will not qualify for financial aid until they are either meeting SAP requirements or have another successful appeal approved.

Students can appeal their SAP status after every term. The committee will decide the proper action to take on each appeal term. The committee reserves the right to deferred approval pending a successful completion of a semester and any other method of resolution deemed fit to resolve the situation.

Once the committee meets on the appeal, the Director of Financial Aid will send correspondence to the student concerning the decision of the committee and the action needed to resolve this situation.

Appeal Documentation

Examples of acceptable documentation that may be submitted in support of an appeal might include but are not limited to:

- Newspaper obituaries or death certificates to substantiate deaths
- Physician's statement to substantiate illness or accident
- Statement from clergy or family member who knows the student's situation
- Statement from academic advisor or professor
- Statement from non-immediate family member

Probation Status

Students who have an appeal approved are moved from a suspended status to a probation status. Probation will last for one term and allow a student to receive federal, state, and institutional aid as normal. Students will need to meet the stipulations required by the Appeal Committee as detailed in the appeal approval letter or email. Students in a probationary status will be reviewed after one term to determine if they are either meeting SAP requirements or meeting the stipulations specified by the Appeal Committee. If the student is meeting SAP or the stipulations from the committee, the student will be granted aid for one more term. If the student is not meeting SAP or the stipulations from the committee, the student will return to a suspended status until they are either meeting SAP requirements or have another appeal approved.

Regaining Eligibility

Students may regain eligibility status by attaining the minimum SAP requirements. Students who have regained eligibility will reflect a favorable status and aid should be reinstated to the maximum extent possible without requiring an appeal.