

IWU Satisfactory Academic Progress Policy

The Satisfactory Academic Progress (SAP) system at IWU bears a similar set of requirements as the government with respect to qualitative and quantitative measurement 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.

Quantitative 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 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 discontinued and the reason for discontinuance. Part time enrollment does count into all totals where a student receives aid during that term. All classes attempted will count into all totals even if the student has been granted an academic amnesty override. Students are required to maintain at least a 75% completion rate (total units earned divided by total units attempted).

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.

Quantitative Measure

All students are required to successfully complete at least 75% of the attempted classes at IWU. 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 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.

At the Completion of this	With at least this cumulative
Full-time Academic Year	Grade Point Average
1	1.8
2	2.0
3	2.0
4	2.0

Probationary or Conditional Periods

Students that do not meet either the qualitative or quantitative 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 the next review period.

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 and incompletes 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. Incompletes are intended to extend the length of the course past the predetermined academic semester to allow students with extraordinary circumstances or special needs to complete the course.

Students are able to repeat courses that they did not successfully complete previously. Repeat courses will replace the prior grade when calculating a student's cumulative gpa. Repeat courses also factor into courses attempted when calculating the student's 150% attempted rate. Pass or fail classes are also treated the same way. However, pass/fail courses do not factor into the gpa calculation but are factored into the 150%

completion rate. Students may only receive federal aid for a repeated course one time. 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.

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 (usually within 30 days after the end of the term). If the course is not completed within allotted timeframe, the student is given an F for failure to complete the course. Incompletes are viewed as an earned F grade until the student completes the course.

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

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.

Completion of Degree Requirements

Students attending IWU may receive aid for the degree(s) in which they declare to complete. If a student has met the degree requirements for graduation for a bachelor's degree but has not met the requirements for declared minor, the student may continue receiving aid until the student has met all degree requirements for the minor.

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 when they inquire about the ramifications of the SAP status as well as when they receive the initial SAP notification letter. Students will need to submit a letter appealing the SAP status and provide documentation 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.

Students can appeal their SAP status after every term. The committee will decide the proper action to take 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.

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

Regaining Eligibility

Students may regain eligibility status by attaining the minimum completion rate and/or attaining the minimum gpa. Students who have regained eligibility will be updated in Banner to reflect a favorable status and aid should be reinstated to the maximum extent possible.