

**Idaho State University**  
**Office of Financial Aid**  
**Satisfactory Academic Progress Policy**  
***Standards for Financial Aid Eligibility***  
**2018-2019**

### **General Information**

Before a student receives federal financial aid, federal regulations require the student to meet and continue to meet some basic academic progress standards. The following are Idaho State University's (ISU's) Financial Aid Satisfactory Academic Progress (SAP) policies regarding Grade Point Average (GPA), credit completion, term completion and maximum credit requirements, as well as the University's SAP appeal process.

Transfer credits count toward the Maximum Credits Standard and in the Credit Completion Rate Standard for Satisfactory Academic Progress (SAP).

Sections included in this policy are:

- **Monitoring Periods and Warnings**
- **Minimum Cumulative GPA Standard**
- **Credit Completion Rate Standard**
- **Term Completion Standard**
- **Maximum Credits Attempted Standard**
- **Appeal Process**
- **Approved Appeals and Satisfactory Academic Progress Contracts**

A printed copy of this policy will be provided upon request.

### **Monitoring Periods and Warnings**

Students will be monitored when their annual FAFSA data is received and at the end of each semester to determine if they are in compliance with the SAP policies. This review encompasses a student's entire academic record, regardless of whether the student applied for or received financial aid.

Students not meeting these SAP standards will receive communication via email to their ISU email account and in BengalWeb. In some situations, letters may be sent to the mailing address listed on the student's BengalWeb. All students should check BengalWeb regularly. In BengalWeb, click on the "Student Finances" page, and under "My Financial Aid", click on "Financial Aid Status", select the appropriate academic year and the student's "Academic Progress" status will be displayed.

- If a student is in violation of the Term Completion Standard or the Maximum Credits Standard, financial aid eligibility will be suspended. There is no "Warning" period.
- If a student's first violation is for any of the other SAP Standards, the student will receive a "Warning" and remain eligible for financial aid.
- Any subsequent incidents of SAP violations will result in the suspension of financial aid eligibility.

There may be a delay in receiving funds the following term because the previous term's grades must be checked before federal aid can be released.

## Minimum Cumulative GPA Standard

Undergraduate students must maintain the following minimum cumulative GPA in accordance with the ISU catalog. Please note that your cumulative ISU GPA is calculated by the Registrar's Office in accordance with University policy. Undergraduate students and PharmD students must maintain an ISU GPA of 2.0. For more information, please see the current ISU Undergraduate Catalog. Graduate students must maintain the minimum cumulative GPA as required by the ISU Graduate Catalog.

### ***To Regain Financial Aid Eligibility***

Enroll in and complete credits to increase cumulative ISU GPA to the minimum level described in this section. Please note that probation and dismissal policies for Academic Standing with Idaho State University are separate from the Financial Aid SAP requirements. In order to retain eligibility for federal financial aid, a student must be meeting the minimum GPA levels described in this policy.

## Credit Completion Rate Standard

Students must complete 67% of all credits listed on the transcript including transferred credits. Attempted credits include all graded courses, transferred courses, testing credits, pass/fails, and repeats.

### **Credits Completed**

Credits completed are defined as all classes for which a student receives a passing grade of "D-" or better, or "P". Incompletes, audits, and grades of F, U, NP, X, W, NB, and NR do not count as passing grades.

### **Credits Included in the Credit Completion Calculation**

All transcribed credits that are related to the student's most recent academic career including remedial courses, will be counted as credits completed for the credit calculation. Repeated courses count as credits attempted during each term the student is enrolled in the course. They will be counted as completed each time a passing grade is received for the course. This includes accepted transfer classes that a student is repeating at ISU.

### **Credits Excluded from the Credit Completion Calculation**

*Audit credits* do not count as credits attempted or completed.

### ***To Regain Financial Aid Eligibility***

Students must enroll in and successfully complete enough credits to meet the 67% Credit Completion Rate Standard. Please note: **Repeated coursework** may impact the student's progress toward this standard and may not be eligible for financial aid.

## Term Completion Standard

Students who receive federal financial aid but do not earn any credits for the term will be immediately suspended from receiving future financial aid. Students who completely withdraw from ISU during the course of a semester may be required to return a percentage of that semester's federal financial aid.

## Maximum Credits Attempted Standard

Students are expected to complete degree requirements in a timely fashion. The maximum number of attempted credits allowed for a degree or certificate will be up to 150% of the credits needed to complete the degree.

Please note: The maximum number of credits attempted will be based on the credit maximums for the student's Primary degree as described below, even when a student is pursuing two or more majors/minors, or multiple degrees or certificates.

Degree Objective	Maximum Number of Attempted Credits Allowed
Associate Degree, Arts & Letters	96
Associate Degree, Radiology	101
First Bachelor's Degree	180
Post Bach, 2nd or 3rd Bachelor's Degree	90

Graduate credit maximums are program specific and monitored by the student's department and by the Graduate School.

College of Technology Certificate and Associate Degree maximum credits are program specific.

Students must complete the current degree program. They may regain eligibility if they continue in a more advanced degree program and are within the maximum credit limits of the advanced degree. Examples include completing an associate's degree and continuing in a bachelor's degree program; completing a bachelor's degree and continuing in a second bachelor's degree or graduate program.

When a student completes their first bachelor's degree and continues in a subsequent bachelor's program, the undergraduate credit count will restart at 0 and new credit attempted limits will apply.

When a student begins taking graduate level courses, the graduate credits will begin at 0. Once a student has completed a graduate program and continues in a subsequent graduate program, the graduate credit count will restart at 0 and new program specific credit limits will apply.

## Appeal Process

If extenuating circumstances prevent a student from achieving one of the above standards, a written appeal may be submitted. Examples of extenuating circumstances might include unexpected death or major hospitalization of an immediate family member, extended hospitalization or medical condition of the student, house fire, victim of a violent crime, etc. The appeal should address and **document extenuating circumstances** AND describe how circumstances have changed so the student is able to be academically successful. Appeals submitted without supporting documentation will not be considered.

Maximum credit appeals should address the unique circumstances in which the student exceeded the maximum credit limit. An example of this might be 'changing majors'. An academic plan for completing the degree must also be provided and must be approved by the student's assigned academic advisor. Approval or denial of these appeals may be based on factors other than the extenuating circumstances listed above.

A Financial Aid Professional Staff Committee will review the appeal. Incomplete appeals or those missing adequate documentation are typically denied. If your appeal is denied, you may meet in-person with the SAP Appeals Committee. This committee's decision is the final decision. Specific instructions, appeal forms, and deadlines are available on the Web at <http://www.isu.edu/financialaid/satisfactory-academic-progress-sap/>.

## Approved Appeals and Satisfactory Academic Progress Contracts

If an appeal is approved, the student will be placed on a SAP contract. At the end of the contract semester, the student must be in compliance with all SAP Standards or have met the terms of the contract. If the student cannot be in compliance by the end of the contract term, the academic plan must indicate the semester in which the student will be in compliance. The student must continue to follow the academic plan until both the proper GPA and the required completion rate of 67% of all credits attempted are achieved; or in the case of a Maximum Credits academic plan, the degree is completed.

Students who are on a SAP contract may experience delays in receiving financial aid the following term. The contract terms, including credits completed and grades, must be reviewed before further financial aid can be disbursed. Students who are not in compliance will be denied future financial aid.