

# Satisfactory Academic Progress Policy

Effective Date August 25, 2006

Brigham Young University-Idaho is required to establish satisfactory academic progress (SAP) standards for its federal financial aid recipients in accordance with the U.S. Department of Education regulations. These standards ensure that only those recipients demonstrating satisfactory progress toward the completion of their educational programs continue to receive financial aid.

Students are held responsible for knowing SAP eligibility criteria and their status at the end of each semester. Students should contact the Financial Aid office if questions occur.

Whether a student is considered to be making SAP depends on successful completion of courses (credit hours), cumulative grade point average (GPA), and maximum time limits to complete his or her course of study. Students must meet all the requirements listed below:

- **Completion Requirement** – A student must have earned credits equal to at least 67% of the total cumulative credits attempted (measured as credits earned ÷ credits attempted). Students earning less than 67% will be denied further aid.

An automatic exception will be granted and the student placed on probation when the student has earned at least 75% of the credits attempted during the most recent evaluation period.

Attempted credits are defined as all credits appearing on the student's official transcript regardless of the grade assigned. This includes, but is not limited to, progress (A, B, C, D, P) and non-progress (F, I, W, UW, T) grades, special exams, AP, CLEP, IB, vertical, transfer, retakes, consortium, and academic renewal credits.

Earned credits are defined as credits successfully completed with final grades of A, B, C, D, or P according to BYU-Idaho's Academic Policy. A student is allowed to retake a course based on the requirements of the Registrar's Office. Audit and non-credit classes are ineligible for financial aid and do not count in SAP calculations.

- **Grade Point Average Requirements** – Financial aid recipients must maintain the following cumulative GPAs in order to meet satisfactory academic progress requirements:

	Cumulative GPA			
	00 – .99	1.0 – 1.75	1.76 – 1.99	2.0 +
CA 1-15	Suspension	Probation	Probation	Good Standing
CA 16-29	Suspension	Probation	Probation	Good Standing
CA 30-44	Suspension	Suspension	Probation	Good Standing
CA 45 +	Suspension	Suspension	Suspension	Good Standing

CA = Credits Attempted

GPA = Grade Point Average

If a student retakes a course, only the most recent grade received for the course will be used in the calculation of the GPA.

An automatic exception will be granted and the student placed on probation when a student has met the following:

- Has attempted 74 credits or less and
- Has earned a minimum 2.5 GPA for the period being evaluated

- **Maximum Time Limit Requirements** – A student’s eligibility for financial aid will be terminated at the point when a student will be unable to complete his or her degree within 150% of the total credits required. This will be 180 credits for a bachelor’s degree. Depending on the Associate Degree, the limit ranges from 90 – 117 credits. All attempted credits are counted, whether or not financial aid was received, including transfer hours accepted for credit, AP, IB, CLEP, vertical, special exam, retakes, and credits granted academic renewal.

- Measured in 3 steps example:
  - Step 1: Credits required for Bachelor Degree is 120 credits – earned credits = remaining credits needed for degree,
  - Step 2: Maximum time frame for Bachelor Degree of 180 credits – attempted credits = remaining credits until 150% point is reached,
  - Step 3: If remaining credits from Step 1 is greater than remaining credits from Step 2, the student will be considered unable to complete his degree with the 150% maximum time limit.

- **Academic Standing/Earned Degree** – At the time of evaluation, students who meet SAP requirements, but are on academic suspension or probation will be on SAP suspension or probation, respectively. If academic records are amended after the annual evaluation has been completed, a new evaluation may be completed using the amended data. Results of this new evaluation will replace the student’s original SAP status.

Once a degree is awarded, a student becomes ineligible for federal financial aid. An exception is made when the student has received an Associate Degree and is now pursuing a Bachelor Degree.

- **Newly Admitted/Transfer Students** – Newly admitted students, including entering freshmen or transfer students, are eligible to receive federal financial aid unless they have met the maximum credit limit. Their progress will be evaluated at the end of the summer semester following their first enrollment at BYU-Idaho.
- **Timing of Evaluation of Academic Progress** – A financial aid recipient's cumulative completion rate, GPA, and maximum time frame is evaluated annually after the summer semester following the student's first term of enrollment as a regular degree-seeking student or at the point of awarding aid. The evaluation period is defined as the previous fall, winter, and summer semesters. At that time, a student will either be in good standing, be placed on probation, or suspended from financial assistance for future enrollment periods. Students will be notified by the Financial Aid Office if they are placed on probation or suspension status for financial aid.

These rules are applied uniformly to all students for all periods of enrollment whether or not aid has been received previously.

- **Probation Status** – Probation status will not prevent the student from receiving financial aid. The probationary status is meant to inform the student of potential academic problems and provide time for corrective action. Before aid will be disbursed while on probation, the student must receive Financial Aid counseling from the Financial Aid Office. If a student does not meet the satisfactory academic progress standards after the probationary period, denial status could be imposed or continued probation approved.
- **Ineligibility Status** – Students who do not meet the minimum progress standards will become ineligible for future federal financial aid.

Eligibility is reestablished after the student improves their academic record to meet the minimum standards or an appeal due to unusual and/or mitigating circumstances is approved.

- **Appeals and Reinstatement** – Students may appeal their suspension status if unusual and/or mitigating circumstances affected academic progress. Such circumstances may include:
  - Severe illness or injury to the student or an immediate family member,
  - Death of a student's relative,
  - Student activation into military service,
  - Interpersonal difficulties with friends, roommates, or family members,
  - Difficulty balancing work, family responsibilities, etc., and school,
  - Financial difficulties,
  - A learning or functional disability,
  - Change of major has impacted the Maximum Time Frame requirement, or
  - Other circumstances as deemed appropriate for consideration by the SAP Appeals Committee.

Requests for appeals must be submitted with an Appeal Form to the Financial Aid Appeals Committee. Appeal Forms may be picked up from the Financial Aid Office or printed online from the Financial Aid web site. This should explain in detail why they failed to meet the minimum academic standards, what unusual and/or mitigating circumstances caused the failure and how their situation has improved. Student may be required to provide 3<sup>rd</sup> party documentation, an academic plan, or other documentation.

Appeals must be received by the committee no later than 5 business days before the end of the payment period for which reinstatement is desired. Appeal approvals are not applied retroactively after the end of a semester for federal grants such as Pell Grants, Academic Competitive Grants, and SMART grants.

Committee decisions will be sent to the student by mail or by electronic means. Appeal approvals will give the conditions and time frame for maintaining aid eligibility. SAP Appeals Committee decisions may be appealed to the Director of Financial Aid.