



SATISFACTORY ACADEMIC PROGRESS POLICY

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WHAT DO I NEED TO DO TO KEEP MY FINANCIAL AID?

Satisfactory Progress:

Students must maintain satisfactory academic progress (SAP) in their classes to continue receiving financial assistance. Carefully read the Satisfactory Progress Regulations listed below.

Enrollment Changes:

Students should notify the CWI One Stop when they add or drop credits up until the 5th day of class, or if they make a complete withdrawal from the College of Western Idaho (CWI).

Reapplication:

Students must reapply and establish their eligibility annually. Awards are made for the year unless indicated otherwise.

WHAT IS SATISFACTORY PROGRESS?

Satisfactory Progress Regulations:

To be initially eligible for Federal financial aid, a student must be pursuing a degree or certificate program at CWI. To continue receiving Federal financial aid, a student must be making satisfactory academic progress (SAP) towards that degree or certificate. At CWI, SAP will be measured by a combination of grade point average (GPA) and credits completed as compared to credits attempted. Financial Aid will review grades and credit progress at the point of the student's original application and at the completion of the spring semester.

To continue eligibility for aid, a student must complete, on an annual basis, 75% of their credits for which they were awarded with a minimum accumulative GPA of 1.5 for the first 25 CWI credits and a minimum cumulative GPA of 2.0 for 26 or more CWI credits. Further, a student will be ineligible for Federal aid when they have attempted 150% of the normal credit hours required for graduation in a degree or certificate program. Those credit amounts will vary, depending on the program. Refer to the table below to determine the maximum credits allowed for a selected degree or certificate programs.

Degree or Certificate Objective	Required Credits	Point of Appeal ***	Credits Allowed
1. Associate of Arts Degree	64	80	96
2. Associate of Science Degree	64	80	96
3. Associate of Engineering Degree	64	80	96
4. Associate of Applied Science Degree	64	80	96
5. Technical Certificate	16 – 51	38 – 61	42 – 77
6. Associate of Science – Nursing	73	90	110

***Point of Appeal credits vary according to each individual program.

Exceptions to Satisfactory Progress:

If a student is on a financial aid contract, they will be evaluated at the end of the contract period (fall, spring, or summer);

If a student withdraws from CWI (medical or otherwise) they will be evaluated as of the date of withdrawal;

If a student receives grades of all F, I, NC, NP, AU or W (withdrawal from a class) for an enrollment period, they will be evaluated at the conclusion of that enrollment period.

Academic Renewal

Academic renewal is a forgiveness program that is offered through the CWI Admission Office forgiving the student for one unsatisfactory semester. It is **not** recognized in the process of determining financial aid satisfactory progress.

Repeating courses and Financial Aid:

Students repeating a course of similar content or number that has previously been passed with a grade of C or better, will be denied Federal Financial Aid for that course.

Students will be allowed to receive Federal financial aid one time when repeating a course they previously received a grade of D, F, or NC.

The department chairperson for that academic or technical major must sign any exceptions to the above-mentioned policies.

WHAT MIGHT JEOPARDIZE MY FINANCIAL AID IN THE FUTURE?

Denial of Financial Aid:

- Students who do not maintain the required GPA and/or do not complete 75% of attempted credits.
- Students who have reached the maximum number of credits attempted as allowed for their stated degree or certificate.
- Students who have changed their majors more than two times.
- Students who are on a financial aid contract and fail to meet the terms of the contract.
- Students who have completed 0 credits during a semester or students who withdraw from CWI before the end of the semester.

WHAT IS THE APPEAL PROCESS?

Students who are denied Federal financial aid due to lack of satisfactory progress or have reached the ***Point of Appeal, will be given the opportunity to file a written appeal with the Financial Aid Office. If the appeal is accepted, the student will be placed on a financial aid contract that will outline the conditions the student must meet in order to continue to receive financial aid. During the course of education at CWI, two satisfactory progress appeals will be considered. If a student is on a third suspension, they must complete twelve (12) credits, without Federal financial aid, toward their degree requirements with the appropriate cumulative GPA before reinstatement may be requested.

Students will be denied Federal financial aid if they have changed their majors more than two times during the course of their education at the CWI. At the third major change, students will have the opportunity to file a written appeal to the Academic Appeals Committee based on extenuating circumstances. If the appeal is accepted, the student will be placed on a program plan that will outline the conditions the student must meet in order to continue receiving Federal financial aid.

Reinstatement of Financial Aid:

The student must request a review of satisfactory progress by notifying the financial aid office when they believe that their deficiencies in credit hours and/or required accumulative GPA have been satisfied. The financial aid office will review the student file and contact the student regarding proper action.

WHAT IF I DON'T COMPLETE A SEMESTER?

Return of Title IV Funds

Federal law affects refund procedures for students who do not complete the semester.

Withdrawal Date - if a student enrolls in classes but decides not to continue attending classes at CWI, they must complete an official withdrawal from classes immediately.

Repayment Obligations - if a student receives financial aid and does not attend classes, they need to repay all financial aid. If a student attends classes, CWI calculates repayment based on their withdrawal date or last date of attendance and the type and amount of financial aid they received.

Refund Amounts - regulations provide for calculation of the amount CWI must return to Title IV programs. The student may need to repay CWI for amounts the College is required to return to Federal Financial Aid programs. This amount may be in excess of the amount that the student owes to the Federal programs. The portion of the CWI refund that is greater than what must be returned to scholarships/U.S. Department of Education will be given to the student.