

## Satisfactory Academic Progress Policy 2011-2012 Financial Aid Office

### Satisfactory Academic Progress Standards *for Federal Student Aid\* Eligibility*

#### General Information

Before a student receives federal and state student aid\*, the federal regulations require that the student has met and continues to meet some basic academic progress standards. The following policy represents Boise State University's implementation of the federal financial aid regulations regarding GPA, Pace, and Maximum Credit requirements, as well as the university's Satisfactory Academic Progress appeal process.

Students not meeting these Satisfactory Academic Progress (SAP) standards will receive communication via email to their BroncoMail address. All students should watch BroncoMail and check the **HOLDS** details on BroncoWeb regularly.

If a student has a financial aid warning and any other Satisfactory Academic Progress standards have generated **HOLDS**, the **HOLD** will take precedence over the financial aid warning.

Students with financial aid warnings or approved Satisfactory Academic Progress appeals may have a longer delay in receiving funds the following term because **ALL** the previous term's grades need to be checked before federal student aid can be released.

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

**This policy takes effect Fall 2011.** The first monitoring period under these rules will occur after Fall 2011 grades are declared official by the Registrar's Office. Only students enrolled in the Fall 2011 term or later will be monitored based upon these rules. If a student has a hold for Satisfactory Academic Progress (SAP) from a prior term (ie., Summer 2011 or earlier), they must appeal per the appeal guidelines noted in this policy.

These standards apply to all students regardless of whether or not a student has received previous financial aid or transferred in from another institution.

\*Includes the Atwell J. Parry Idaho Work-study Program.

## Monitoring Periods and Warnings

Students will be monitored based on their most recent academic status (undergraduate or graduate) for the semester just ending. A review of academic progress is done at the end of each term for all students enrolled during that term, regardless of whether the student received financial aid.

- The **first** time a student falls below SAP standards for Comprehensive GPA or Pace, they will generally receive a **“Warning”** and will remain eligible for financial aid.
- Being below the SAP standards for **two** consecutive semesters of enrollment will result in a **“HOLD”** making the student ineligible for financial aid. For example: if a student receives a Pace warning one semester and the following semester meets the Pace standard; however has a new comprehensive GPA warning, the student will be ineligible for financial aid. This is considered two consecutive semesters of violating the SAP Policy standards.
- The **first** time students are in violation of the **Maximum Credit Standard**, they will receive a **“Hold”** making them ineligible for financial aid. There is no **“Warning”** period for the **Maximum Credit Standard**.

## Minimum Comprehensive GPA Standard

For financial aid eligibility, students are monitored based on their comprehensive GPA. A student's comprehensive GPA may be different than the cumulative GPA.

### Credits included in the comprehensive GPA calculation

**ALL** grades received by the student, including remedial credits, repeated courses, transfer grades accepted by Boise State, challenge courses, reserved classes, and those affected by Boise State University's policies on grade exclusion are included in the calculation. Audit credits and incompletes are not included in the comprehensive GPA calculation. (CW and P/F courses are counted in certain circumstances. [For more information click here.](#))

**Undergraduate students** must maintain the following minimum comprehensive GPA levels.

Total Number of Credits Completed	Minimum Comprehensive GPA
0 - 6	1.0
7 - 32	1.6
33 - 64	1.8
65 or more	2.0

**Graduate students** must maintain at least a 3.0 comprehensive GPA average.

---

### How To Regain Financial Aid Eligibility For Minimum Comprehensive GPA Standard

Enroll in and complete enough credits to increase comprehensive GPA to the minimum levels described in this section.

Probation policies for academic standing with Boise State University are separate from the requirements for Satisfactory Academic Progress.

## Pace Standard

Students must complete 75% of all credits attempted at Boise State, as well as those credits transferred and accepted from other schools the student has attended.

### Credits attempted

Credits attempted are defined as all classes for which a student receives a passing grade ("D -" or better, or "P"), or an "F," "I," "W," "NR," "CW," or "IP."

### Credits completed

Credits completed are defined as all classes for which a student receives a passing grade of "D -" or better, or "P".

### Credits Included in the Pace Calculations

Regularly enrolled classes, Challenge, ESL (English as a Second Language), CLEP, test, other prior learning credits, reserved credits, and transfer credits. University excluded credits are counted as withdrawals - attempted, but not completed.

### Credits Excluded from the Pace Calculation

- Remedial credits (MATH 25, ENGL 90, etc.) will not be counted as credits attempted or completed. EXCEPTION: If you are on financial aid probation or an academic plan for an approved appeal, you must complete 100% of ALL attempted courses, including remedial credits.
- Audit credits do not count as credits attempted or completed.

### Impact of Repeated Courses

- Repeated courses count as credits attempted during each term the student is enrolled in the course; however, they will be counted once as credits completed the first time a passing grade is received for the course. This includes accepted transferred classes that students are repeating at Boise State.
- Failing a repeated class that you previously passed results in a total of 0 credits completed.

---

### How To Regain Financial Aid Eligibility For Pace Standard

Students must enroll in and successfully complete enough credits to meet the 75% Pace standard. Graduation from a first bachelor's degree program or starting a first graduate degree program will restart the Pace count.

## Maximum Credit Standard

Students are expected to complete degree requirements after attempting a certain number of credits. The maximum attempted credits allowed for degree or certificate completion will be up to **150%** of the credits needed to complete that type of degree. Master's credits are program specific.

### Credits Attempted

Credits attempted are defined as all classes taken by a student for credit including challenge, ESL, CLEP, test, excluded credits, reserved credits, and any transfer credits accepted by Boise State. Audit and remedial credits do not count towards maximum credits attempted. Repeated courses count as credits attempted during each term the student is enrolled in the course.

Please note that the maximum number of credits allowed will be based upon the credit maximums for a single degree as described below, even when a student is pursuing **two or three majors, or multiple certifications**.

Degree Program	Total Number of Attempted Credits Allowed
Associate's Degree	90
Bachelor's Degree	*192 (also see credits EARNED section below)
Second Bachelor's Degree	45
Master's Certificate Program	**18 - 51
Master's Degree	**45 - 91
Doctorate Degree	**99 - 108

\*Students enrolled in Bachelor's degrees under the 2011-2012 Boise State Undergraduate Catalog which require 120 credits for graduation will have a reduced maximum credit standard of 180 credits. Effective beginning with the 2012-2013 academic year, maximum credits for all Bachelor's degree programs will be 180 attempted credits.

\*\*The maximum credit standard for Master's certificate and graduate degree programs are based upon the minimum program credit requirements as published in the Boise State Graduate Catalog.

### First Bachelor's Degree Students with 150 or more credits EARNED

In order to ensure compliance with the policy as explained above, students enrolled in a first bachelor's degree program who have earned 150 or more credits, including transfer, regular, challenge, ESL, and test credits, will be required to meet with an academic advisor to complete a Remaining Credits Evaluation form. This completed form is to be submitted, with the advisor's signature, to the Financial Aid Office.

- If the remaining credits to complete the first bachelor's degree, plus the credits already attempted will cause the student to exceed the maximum allowable attempted credits noted above, the student will then be required to complete a Satisfactory Academic Progress appeal for the maximum credit standard.
- If the remaining credits to complete the first bachelor's degree, plus the credits already attempted will fall below the maximum credits noted above, the student's maximum credit standard will be adjusted to the current number of attempted credits plus the total indicated on the Remaining Credits Evaluation form. Once the student reaches the new maximum credit limit, aid eligibility will stop. Only submission and approval of a Satisfactory Academic Progress appeal for the maximum credit standard will allow for future financial aid eligibility.

---

## How To Regain Financial Aid Eligibility For Maximum Credit Standard

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: Complete an associate's degree and continue in a bachelor's degree program; complete a bachelor's degree and continue in a second bachelor's degree.

When a student completes their first bachelor's degree and continues in a second bachelor's program, the undergraduate credits will restart at 0 and new credit limits will apply. All undergraduate credits after the first bachelor's degree will accrue cumulatively. Completion of a second/subsequent undergraduate degree will not restart the count to 0.

When a student begins taking graduate level courses, the graduate credits will begin at 0 and will accrue cumulatively. This means that the graduate credits will not restart at 0 when a student completes a graduate program and continues to take graduate courses, whether for a second/subsequent master's or doctorate.

## Appeals

If extenuating circumstances exist which caused a student to fail to meet one of the above standards, a written appeal may be submitted. Examples of extenuating circumstances include, but are not limited to: unexpected death or major hospitalization of an immediate family member, extended hospitalization or medical condition of student, house fire, and victim of a violent crime. Unexpected employment or work issues beyond the student's control may be considered on a case-by-case basis. The appeal should address and document these extenuating circumstances AND describe how circumstances have changed so that the student will be academically successful. Appeals must include supporting documentation. Incomplete appeals or those missing adequate documentation are typically denied. A committee will review the appeal and the committee's decision is final. The specific instructions, deadlines and appeal forms are available on the web at: <http://financialaid.boisestate.edu/forms/SAPappeal12.pdf> .

## Approved Appeals, Financial Aid Probation, and Academic Plan

Students with approved appeals will be placed on **Financial Aid Probation** for one term if it would be possible for the student to meet minimum Satisfactory Academic Progress standards at the end of that term. (*This type of probation is for financial aid purposes only and is separate from academic probation policies for academic standing with the university.*)

If it is **not** possible for the student with an approved appeal to achieve minimum Satisfactory Academic Progress standards within one term, the student will be maintained on an **Academic Plan**. While on Financial Aid Probation or Academic Plan, certain conditions for academic performance will be set and monitored. Students with approved appeals will be informed of their conditions through **BroncoWeb Holds** and **BroncoMail** messages. When a Hold is visible on BroncoWeb, click on the "details" and then the hyperlinked title so you may view the conditions in place.

The conditions for the approved appeal will continue each term until the student meets the minimum standard(s) or fails to meet the conditions of the approved appeal. When the student fails to meet the appeal conditions, the student's account will likely revert to a **Hold** indicating that the student is ineligible for aid. Students with approved appeals who stop attendance **may** need to resubmit a Satisfactory Academic Progress appeal when reenrolling at Boise State.