Satisfactory Academic Progress Policy
2016-2017
Financial Aid Office

Satisfactory Academic Progress (SAP) Standards
for Federal Student Aid* Eligibility

General Information

Federal regulations: 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 (SAP) appeal process.

Communication regarding SAP status: Students failing to meet these Satisfactory Academic Progress (SAP) standards will receive communication via email to their BroncoMail address. All students should watch BroncoMail and check the HOLD details on their my.BoiseState Student Center.

Potential delays in receipt of aid: Students with financial aid warnings or approved Satisfactory Academic Progress (SAP) appeals resulting in SAP Academic Plans will most likely have a longer delay in receiving funds the following term because ALL of the previous term grades need to be checked before federal student aid can be released.

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

This policy took effect Fall semester of 2011. The first monitoring period under these rules occurred after Fall 2011 grades were declared official by the Registrar’s Office. Only students enrolled in the Fall 2011 term or later are monitored based upon these rules. If a student has a hold for Satisfactory Academic Progress (SAP) from a prior term, they must appeal per the appeal guidelines noted in this policy.

Students impacted: 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

Degree seeking students will be monitored based on their most recent academic status (undergraduate, second bachelor’s, or graduate) for the semester just ending. Students may change majors; however, classes from prior majors are included in the calculation. 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 standard 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.

- 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.

- **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**.

- **Non-degree seeking students**, who subsequently become degree seeking, will be monitored for academic progress at the end of their first degree seeking semester. All SAP eligible credits, including those taken while non-degree seeking, will be included in the review.

### 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 policy on grade exclusion are included in the calculation. Audit credits and incompletes are not included in the comprehensive GPA calculation.

Courses in which a student receives a grade of either P/F (including ESL) or CW are counted in certain circumstances. **Extra information available online.**

First undergraduate students must maintain the following minimum comprehensive GPA levels.

<table>
<thead>
<tr>
<th>Total Number of Credits Completed</th>
<th>Minimum Comprehensive GPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>0 - 6</td>
<td>1.0</td>
</tr>
<tr>
<td>7 - 32</td>
<td>1.6</td>
</tr>
<tr>
<td>33 - 64</td>
<td>1.8</td>
</tr>
<tr>
<td>65 or more</td>
<td>2.0</td>
</tr>
</tbody>
</table>

Second Undergraduate students must maintain a minimum 2.0 comprehensive GPA. Graduate students must maintain a minimum 3.0 comprehensive GPA.

**How to Regain Financial Aid Eligibility for the Minimum Comprehensive GPA Standard**

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

Students must complete 75% of all credits attempted at Boise State and 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.” This includes regularly enrolled classes, Challenge, ESL (English as a Second Language), CLEP, test, other prior learning credits, reserved credits, transfer credits, and university excluded credits. University excluded credits are counted as withdrawals - attempted, but not completed.

**Credits completed**

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

**Credits Excluded from the Pace Calculation**

- **Remedial credits** (MATH 25, ENGL 90, etc.) will not be counted as credits attempted or completed. **EXCEPTION:** A student on financial aid probation or 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 for both terms that you enrolled in the class. For example: you took a 4-credit course, passed it and received 4 of 4 attempted credits (100%). Then you re-took the course and failed it. Your new pace percentage for that course is 0/8 attempted credits (0%).

**How to Regain Financial Aid Eligibility for the 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.
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. Credit limits for graduate programs are specific to the actual degree/certificate being pursued.

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 are excluded from the total 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 limit for a single degree as described below, even when a student is pursuing two or three majors, or multiple certifications.

<table>
<thead>
<tr>
<th>Degree Program</th>
<th>Total Number of Attempted Credits Allowed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Associate’s Degree</td>
<td>90</td>
</tr>
<tr>
<td>Bachelor’s Degree</td>
<td>180</td>
</tr>
<tr>
<td></td>
<td>(also see credits EARNED section below)</td>
</tr>
<tr>
<td>Second Bachelor’s Degree</td>
<td>45</td>
</tr>
<tr>
<td>Master’s Certificate Program</td>
<td>*18 - 51</td>
</tr>
<tr>
<td>Master’s Degree</td>
<td>*45 - 91</td>
</tr>
<tr>
<td>Doctorate Degree</td>
<td>*99 - 108</td>
</tr>
</tbody>
</table>

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

Remaining Credit Evaluations: 1st Bachelor’s Degree Students with 150 or more credits EARNED

In order to ensure compliance with federal regulations, 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 for review by the Financial Aid Office.

- If the remaining credits needed to complete the first bachelor’s degree, plus the credits already attempted will cause the student to exceed the 180 maximum allowable attempted credits, the student will then be required to complete a Satisfactory Academic Progress appeal for the maximum credit standard.
- If the remaining credits needed to complete the first bachelor’s degree, plus the credits already attempted will fall below the 180 maximum allowable attempted credits, the student’s maximum credit standard will be adjusted to the student’s new total based 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 or graduation from the first bachelor’s degree program will allow for future financial aid eligibility.
How to Regain Financial Aid Eligibility for the 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 or master’s degree.

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

When a student begins their first graduate program, the credit count will restart at 0. All credits taken as a graduate student will accrue cumulatively. The credit count will not restart at 0 once 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, or 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 needs to address and document these extenuating circumstances AND describe how circumstances have changed so that the student will be academically successful. Appeals should include supporting documentation. Incomplete appeals or those missing adequate documentation are typically denied. A committee will review the appeal. The committee’s decision is final. The specific instructions, deadlines and appeal forms are available on the web at: http://financialaid.boisestate.edu/sapdocuments/

Approved Appeals, Financial Aid Probation, and Academic Plans

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 different than the 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 on the Student Center through the Holds and Check SAP Status links, as well as BroncoMail messages. When a Hold is visible on Student Center, click on the “details” for information on how to review the conditions in place or view the Check SAP Status link under the 'Finances' section.

The conditions for the approved appeal will continue each term until the student meets the minimum standard(s), graduates, or fails to meet the conditions of the approved appeal. When the student fails to meet the appeal conditions, the student’s account will 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 re-enrolling at Boise State.