



FINANCIAL AID STANDARDS OF ACADEMIC PROGRESS

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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 towards that degree or certificate, regardless of whether financial aid was previously awarded or received.

To continue eligibility for aid, a student must complete 75% of the minimum number of credits required to maintain their enrollment status (full-time, 3/4 time, half time, or less-than half time) 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 on an annual basis.

EXAMPLE: Each semester, students must complete the 75% of the minimum number of credits required to maintain the enrollment status for which they were awarded.

<u>Enrollment Status</u>	<u>Must Complete</u>
Full time (12+ credits)	9 credits
3/4 time (9 to 11 credits)	7 credits
Half time (6 or 8 credits)	5 credits
Less-than Half time (1 to 6 credits)	1 credit

Academic progress is reviewed at the point of the student’s original application and at the completion of the spring semester.

Additionally, students must be able to complete their selected degree within 150% of the normal credit hours required for graduation in a degree or certificate program. If at any time a student is no longer able to complete their degree program within 150% of the number of credits normally required, the student will be immediately ineligible for further aid. 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	Credits Required for Graduation	Point of Appeal ***	Maximum Credits Allowed (150%)
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	28 – 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 must complete each class for which they were awarded with a minimum grade of C or better. At the end of the semester, the student’s cumulative GPA must be a minimum of a 2.0 or they will be required to complete a new contract. Students on contract will be evaluated at the end of the contract period (fall, spring, or summer);
- If a student withdraws from CWI they will be evaluated as of the date of withdrawal;
- Grades of F, I (Incomplete), NC (No Credit Granted), NP (No Pass), AU (Audit) or W (withdrawal from a class) generally indicate that a student has not met satisfactory progress. Students receiving all unsatisfactory grades will be evaluated at the conclusion of that enrollment period.

Academic Renewal:

Academic renewal is a forgiveness program administered by the College Registrar forgiving the student for one unsatisfactory semester. Academic Renewal is **not** recognized in the process of determining financial aid satisfactory progress.

CWI delivers college credit instruction, certificates and degrees through its memorandum of understanding with College of Southern Idaho (CSI). CWI is accredited through The Northwest Commission on Colleges and Universities (NWCCU).

Maximum Major Appeal:

Students will be required to complete and submit a Maximum Major Appeal once they have changed their major more than two times. The Maximum Major Appeal allows students the opportunity to file a written appeal based on extenuating circumstances. In processing the appeal, both the student's financial and academic history will be reviewed in order to make a determination of the student's remaining eligibility. If the appeal is approved, 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.

Repeating courses and Financial Aid:

- Students repeating a course of similar content or number that has previously been passed with a grade of D or better will be denied Federal financial aid for that course.
- Students found to be repeating a class for which they have already received a grade of D or higher will be required to repay all funds awarded for the repeated credits.
- Students will be allowed to receive Federal financial aid one time when repeating a course they previously received a grade of F, or NC.

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

Satisfactory Progress:

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

Enrollment Changes:

Students may add and drop classes through the census date published in the official academic calendar each semester. Enrollment changes that occur after the census date each semester affect the completion rate calculation and may result in a financial aid suspension.

Reapplication:

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

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 the minimum number of credits required to maintain their enrollment status
- Non financial aid recipients who do not maintain the required GPA and/or do not maintain a minimum 75% completion rate, (earned credits/attempted credits).
- Students who have reached the maximum number of credits attempted as allowed for their stated degree or certificate.
- Students who have attempted more than two majors.
- 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 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.

HOW CAN I RE-ESTABLISH MY ELIGIBILITY FOR FEDERAL FINANCIAL AID?

Once placed on suspension, there are several options for a student to re-establish eligibility for financial aid.

1. If your suspension is due to "Incomplete (I)" grades, work with your instructors to complete the classes in a timely fashion and notify CWI One Stop Student Services when your grades have been posted. We will then re-evaluate your Satisfactory Academic Progress status.
2. You may attend classes by paying your own costs or through means other than federal financial Aid until you have made up the credits for which you originally received financial aid but did not complete, with C's or better and your cumulative GPA is 2.0 or better for 26 or more credits or at least a 1.5 for your first 25 credits. If you have questions regarding the number of credits you need to complete at your own expense to be reconsidered for federal financial Aid, please consult an Enrollment Specialist. Once you have completed the necessary number of credits we will re-evaluate your status. If you meet the requirements of Satisfactory Academic Progress in your next semester of enrollment, you will be removed from financial aid suspension.
3. You may appeal for reinstatement of financial aid if there were extenuating circumstances which led to your academic difficulties. In order to appeal, you must complete a Satisfactory Progress Appeal Form. The appeal form includes a Program Plan that must be completed and signed by your Academic Advisor. Additionally, you must include a detailed statement explaining your extenuating circumstances and documentation verifying your claim. Incomplete appeals/documentation cannot be considered.

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. If the appeal is approved, 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 who have attempted more than two majors during the course of their education at the CWI will be initially denied financial aid. At the third major change, students will have the opportunity to file a written Maximum Major Appeal 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 CWI One Stop Student Services when they believe that their deficiencies in credit hours and/or required accumulative GPA have been satisfied. The student's file will be reviewed the student contacted regarding proper action.