

Satisfactory Academic Progress

The College of Menominee Nation has developed a Satisfactory Academic Progress (SAP) Policy to meet U.S Department of Education requirements that all schools must establish, publish, and apply reasonable standards for measuring SAP.

Satisfactory Academic Progress (SAP) is a measure of progress toward completion of a student's course of study according to the College of Menominee Nation (CMN) standards required by federal regulation. Students must meet the minimum standard to maintain eligibility for federal financial aid. The standards apply to all federal aid programs and to all students who are degree seeking and eligible for aid.

The CMN Financial Aid Office measures each student's academic progress by calculating completed credits as a percentage of attempted credits each semester, including summer session. All attempted credits are counted, including transfer credits, whether or not federal financial aid was received or the course work was successfully completed.

Satisfactory Academic Policy-CMN Policy

Students must meet the requirements in bullets 1, 2 and 3 below in each semester to maintain eligibility for financial assistance. The three SAP measures are based on all coursework that is applicable to the student's current degree or certificate program of study. If the student does not meet all three of the requirements each semester (not just the previous semester of academic year), the student will not be eligible for aid. (Students receive financial aid only for classes applicable to their degree programs.)

The guidelines below apply to all periods of enrollment, whether or not the student received aid for those periods. If a course is repeated, each attempt is included in the completion ratio and maximum time frame calculations. Developmental course work is not included in the maximum time frame calculations

- 1. Qualitative Component:** Students must earn a minimum cumulative grade point average of 2.0, including the grades in any developmental/remedial classes. Grades of A, AB, B, BC, C, CD, D, and F are included in the Financial Aid Program GPA. Grades of W and I are not included in the Financial Aid Program GPA.
- 2. Quantitative Component (Pace):** Students must successfully complete at least 67% of all courses attempted with standard rounding rules. For example, students who have attempted 9 credits must earn 7 credits to maintain a 67% completion rate. Students who have attempted 24 credits must earn 17 credits to maintain a 67% completion rate. If a student's ratio is between 66.5% to 66.9% it will be rounded up to 67%.
- 3. 150% of Program Length:** Students must complete their programs of study within 150% of the timeframe allowed. For example, students enrolled in a 60-credit degree program must complete their program before exceeding 90 attempted credits. For students who change majors, only coursework attempted and earned that is applicable to the new program of study is counted in the maximum time frame. Developmental and remedial classes are excluded from 150% calculation. Throughout enrollment, as soon as it can be determined that a student is not

on target to graduate within 150% of the standard program length, financial aid will be suspended.

4. **Transfer students:** The Records office evaluates and posts transcripts from prior institutions that are submitted to the College. All posted transfer credit hours that are applicable to the student's current degree or certificate program of study are counted for SAP purposes (completion ratio (pace) and maximum time frame calculations).
5. **Warning Status:** IF a student fails to meet the Qualitative and Quantitative components (#1 and #2 above), the student may be granted a **Warning** semester during which time aid can be received. At the conclusion of the warning period, the student must be in compliance with the SAP policy. If at the end of the warning period the student still does not meet the SAP measures, the student will become ineligible for financial aid for the next semester and placed on financial aid suspension. NOTE: There is no **Warning** period if students fail to complete their degree of certificate program within 150% of the program length.
6. **Suspension:** A student becomes ineligible to receive financial aid and placed on suspension if not meeting SAP standards following any warning or a probationary period (See #9 below). A student becomes ineligible if the student fails to complete the degree or certificate program within 150% of the program length (or it is determined mathematically not possible to complete within 150% of the program length). This will result in the ineligibility for all federal and state grants. Students who do not meet the standards of SAP progress requirements will be notified via an email shortly after the semester that their progress falls below the standards. Students may also view their current SAP status on their Empower portal.
7. **Return to Good Standing:** Once placed on financial aid suspension, a student may regain financial aid eligibility by completing future class work and return to good standing. Students are responsible for covering the cost of these classes.
8. **Appeals:** Students who becomes ineligible, have the right to appeal the suspension of their financial aid based on extenuating circumstances beyond their control that prevented them from satisfying the SAP requirements. Students must state in their written appeal what has changed to enable their success during the upcoming semester.

All appeals must be submitted in writing and documentation can be provided. Appeal forms are online under the Financial Aid Form Library (<https://www.menominee.edu/admission-aid/financial-aid/financial-aid-form-library>) page, click on Other Forms. SAP appeal decisions are determined on a case by case basis.

Extenuating circumstances beyond a student's control include, but are not limited to:

- Serious Illness or medical emergencies of the student or in the immediate family
- Death of an immediate family member or caregiver
- Domestic violence
- Involuntary call to active military duty, including National Guard and First Responders in disaster situations
- Other extraordinary/emergency situations and life changing events

An appeal should be submitted by withdraw deadline for session one classes each semester. Any SAP appeals received after will not be reviewed for the current semester. Students will be notified of the final decision of the appeal through their CMN email address within 2 weeks. A student whose appeal has been approved will be put on Probation (see below).

- 9. Probation:** The Office of Financial Aid may grant the student who failed to meet the satisfactory academic progress requirements a “probationary” semester based on these circumstances and reinstate financial aid eligibility for one additional semester.

Probation is given for the next period of enrollment to allow one final opportunity to demonstrate satisfactory academic progress. As part of the probation process, the student is required to agree to a required academic plan. Students can continue to receive financial aid while on probation and an academic plan, even though they are not in good standing. If upon review at the end of the probation semester the student has not returned to good standing, but has met the requirements of the academic plan, the student will continue on probation and the academic plan for the subsequent semester of enrollment.

Upon appeal, if approved for additional credits to graduate from the student’s current program, all classes must be successfully completed or the student will no longer be eligible for financial aid. If the student changes to another major, degree, or certificate program and has not completed the degree or certificate program for which the appeal was approved, the student will no longer be eligible for financial aid and will not be considered for another appeal for maximum credit.

The requirements of the academic plan will vary depending on the student's specific academic history. In general, students who are approved for probation will be required to successfully complete 100% of all attempted credits and earn at least a 2.0 GPA in each subsequent semester of enrollment until returning to good standing.

When a student fails to meet the requirements of probation and the academic plan, the student has the right to appeal again if there was a significant one-time unanticipated life changing event while on the academic plan causing the student to withdraw or fail classes during the probationary semester.

- 10. Reinstatement from Suspension:** Students who fail to maintain a successful completion rate and/or cumulative GPA as outlined on their academic plan will be suspended from future financial aid and must return to good standing prior to regaining eligibility to receive financial aid in a future semester. Based upon the number of credits attempted and grades received this could mean a student suspended would have to pay for a year or more of classes before the student may become eligible for financial aid again. (Please note: Reinstatement does not usually pertain to the suspension for exceeding the maximum credit review. However, if a student who was ineligible for financial aid due to maximum credit timeframe graduates and enters a new degree program, the student could regain eligibility for financial aid if they have not exceeded the maximum credit timeframe for the new degree.)

- 11. Repeated Courses:** When repeating a course, students may receive financial aid for a course if the previous grade was an F or W. In addition, students may also receive financial aid for a repeated course if the initial grade earned does not meet the requirements for the program or meet the prerequisite requirement for the next course in the sequence. Students may only receive financial aid for a repeated course one additional time once they have passed the class (received a grade of D or above). Both the initial and repeat grades remain on the student’s transcripts, but only the most recent grade is used to compute GPA. Note repeated coursework also impacts students Quantitative compote and 150% of program length of SAP.

- 12. Non-Credit Courses:** These courses are not eligible for Title IV assistance and do not satisfy requirements of any title IV eligible academic programs. Therefore, they are not considered in the determination of Satisfactory Academic Progress.
- 13. Prior Baccalaureate Degree:** Students who have completed a baccalaureate or professional degree from an institution, regardless of whether the institution is unaccredited or a foreign school, are not eligible for federal or state grants funds. It does not matter whether the degree is accepted or recognized by the College of Menominee Nation.
- 14. Developmental Courses:** Developmental courses do not count towards the 150% limit, however the credits attempted and grades earned in these courses are counted in the qualitative and quantitative academic progress measures.
- 15. Incomplete Grades:** Incomplete grades do not count towards GPA (qualitative component) but do count toward pace (Quantitative component) and 150% of program length of SAP. The assignment grade of "I" requires a written agreement between instructors and students specifying the time not to exceed 60 days from the end of the semester and manner in which students will complete their course requirements. Once the "I" is changed to a grade the grade will be counted towards GPA (qualitative component) at the next SAP evaluation.
- 16. Change of grades:** When a change of grade occurs and it is after the SAP evaluation period typically the change of grade will be evaluated at the next SAP evaluation period. On a case by case basis the Financial Aid office may do a recalculation of SAP if a student may come off SAP suspension.
- 17. Academic Grade Forgiveness:** All courses attempted that are applicable to a student's current degree or certificate program are included in SAP calculation, regardless of the College's Academic Amnesty award (Note this is a Department of Education Regulation).
- 18. Requirements Met for Graduation:** If a student has already taken and completed the coursework required to graduate from a specified degree or certificate program of study, they are no longer eligible to be considered for future financial aid as long as they remain in the specific program of study, whether or not "official" graduation has been granted.
- 19. Items to Remember:** Students who attended CMN in the past and re-enroll, will be reviewed for SAP for financial aid purposes on all previously attempted courses and transfer credit hours that are applicable to the student's current degree or certificate program of study, regardless of how long ago the student attended CMN.

Students may modify their initial course schedule up to the last day during the add/drop period. Classes that are dropped during this time frame are not counted as part of the SAP evaluation process. If a student withdraws after the last day to drop, it cannot be excluded from SAP standards. The withdraw will negatively affect the completion ratio (Pace) and maximum time frame.

If a student graduates, or changes degree or certificate program, the SAP calculation will reset to only count those credits hours that are applicable to the new program of study. Courses that do not count toward the new program of study will NOT be included in the SAP calculation.

Failure to meet the academic progress standards for one semester results in financial aid warning. Students on financial aid warning are eligible for Title IV Funds.

Failure to meet the academic progress standards for two consecutive semesters may result in financial aid suspension. Students on financial aid suspension are not eligible for Title IV Funds, unless an appeal has been approved.

A student will be placed on financial aid probation who has successfully appealed and has had eligibility for financial aid reinstated. A student on financial aid probation is only eligible to receive one semester of financial aid while on financial aid probation.

Any student who has been academically suspended more than once must apply for reinstatement. Any student academically suspended for the first time who would like to waive the suspension period must also apply for reinstatement.

Appeal Process

Federal regulations allow for certain cases in which the school may waive the standards. Specifically, if a student's failure to be in compliance with one or more areas of satisfactory academic progress is due to events beyond the student's control, such as a student's extended illness, serious illness or death in the immediate family, or other significant trauma, and if such mitigating circumstances can be appropriately documented for the specific term(s) in which the deficiency occurred, the student may appeal to the Financial Aid Office. The appeal should address and document these extenuating circumstances, why he/she failed to make satisfactory academic progress and what has changed that will allow the student to make SAP at the next evaluation. Eligibility may be regained by appeal. Contact the Financial Aid Office to obtain a financial aid appeals form.

Re-Establishing Satisfactory Academic Progress

After financial assistance has been withdrawn, students may re-establish satisfactory academic progress by attending subsequent semesters at their own expense and improving hours and/or semester grade point average to meet the required standards.

Quantitative, Qualitative, and 150% max examples for SAP standards.

Cumulative GPA Examples		
Semester	Cumulative GPA	Status
One	1.7	Warning
Two	2.25	Meet Criteria, Return to Eligibility

Semester		
One	1.7	Warning
Two	1.8	Failed to meet Criteria, Suspension
Three		No Financial Aid

Pace examples				
To get Completion % take total credits earned/total credit enrolled				
Semester	Credits Enrolled	Credits Earned	Completion Ratio	Status
One	15	12	80%	Good
Two	15	6	60%	Sap Warning
Three	12	9	64%	Sap Suspension

One	15	12	100%	Good
Two	12	12	100%	Good
Three	12	0	62%	Sap Warning
Four	12	6	58%	Sap Suspension

Maximum Time Limit		
Program	Credits Required for Graduation	Total Fundable Credits
Welding TD	32	48
Liberal Studies AA	60	90
Public Administration BA	121	181