

Satisfactory Academic Progress (SAP) for Financial Aid

Federal regulations (34 CFR 668.34) require students receiving financial aid at the Cleveland Institute of Art (CIA) to maintain Satisfactory Academic Progress (SAP) toward the completion of their degree. SAP standards apply to all students receiving federal, state, and institutional financial aid. SAP is evaluated at the conclusion of each semester.

SAP Standards

SAP consists of three measurements. Students must meet all three standards to remain eligible for financial aid.

1. Qualitative Standard (Grade Point Average)

Undergraduate students must maintain a minimum cumulative grade point average (GPA) of 2.0.

2. Quantitative Standard (Pace of Completion)

Students must successfully complete at least 67% of all attempted credits.

Formula:

$$\text{Pace} = (\text{Completed Credits} \div \text{Attempted Credits}) \times 100$$

3. Maximum Time Frame

Students must complete their academic program within 150% of the program's published length.

Example: A student enrolled in a 120-credit bachelor's degree program must complete the program before attempting more than 180 credits.

Financial Aid Statuses

Good Standing

The student meets all SAP standards and remains eligible for financial aid.

Warning

A student who fails to meet SAP standards for the first time will be placed on Financial Aid Warning. Financial aid eligibility will continue for one additional semester, and no appeal is required.

Suspension

A student who fails to meet SAP standards after a warning semester will lose financial aid eligibility and be placed on Financial Aid Suspension. Students who are academically dismissed from CIA are automatically placed on Financial Aid Suspension.

Probation

A student whose SAP appeal has been approved will be placed on Financial Aid Probation and regain financial aid eligibility for one semester.

Appeal Process

Students may appeal a Financial Aid Suspension when extenuating circumstances prevented them from meeting SAP requirements.

The appeal must:

- Explain the circumstances that affected academic performance.
- Describe what has changed that will allow the student to be successful moving forward.
- Include any supporting documentation requested by the Financial Aid Office.

Appeals must be submitted within the timeframe indicated in the SAP notification.

If it is determined that a student cannot regain SAP standards within one semester, the student may be required to follow an Academic Plan developed in consultation with their academic advisor. The Academic Plan outlines specific academic expectations and benchmarks necessary to regain SAP and maintain aid eligibility.

Regaining Eligibility

Students on Warning

Students placed on Warning remain eligible for financial aid during the warning semester. No appeal is required.

Students on Suspension

Students whose appeal is denied, or who choose not to appeal, may continue enrollment at their own expense. SAP will be evaluated after each subsequent semester. Financial aid eligibility may be reinstated once all SAP standards have been met.

Students on Probation

Students whose appeal has been approved will receive financial aid for one semester while on Probation. SAP will be reviewed at the end of the semester.

If the student meets all SAP standards, eligibility will be fully restored.

If the student is following an approved Academic Plan, aid eligibility may continue as long as the requirements of the Academic Plan are met. A revised Academic Plan may be required in future semesters.

Treatment of Special Circumstances

The following academic records are included when evaluating SAP:

- Courses with grades of **F (Failure)**, **I (Incomplete)**, or **W (Withdrawal)** are counted as attempted credits but not completed credits and are included in the maximum time frame calculation.
- Accepted transfer credits are included when evaluating the maximum time frame but are not included in the cumulative GPA calculation.

- Repeated coursework is included in the calculation of the completion rate and maximum time frame.