



CIM Satisfactory Academic Progress (SAP) Policy

This policy is the result of the federal revision of the regulations governing Satisfactory Academic Progress, October 29, 2010 and is effective 7/1/11. The applicable regulations are in 34 CFR 668.16(e), 668.32(f) and 668.34. All previous CIM SAP policies are no longer valid.

This policy is applicable to eligibility for all aid programs at CIM, including:

Federal Pell Grant, Federal Supplemental Educational Opportunity Grant (FSEOG), Federal Work Study, Federal Perkins Loan, Federal Direct Stafford Loan, Federal Direct PLUS Loan, State of Ohio Grants (Ohio Board of Regents), *CIM Institutional Scholarship, *CIM Work Study, *CIM Institutional Loan, Private Loans that require SAP

**Note there are additional criteria required for CIM Financial Aid renewal above and beyond this SAP policy. These criteria are detailed following the text of the SAP policy.*

CIM will evaluate all Satisfactory Academic Progress (SAP) components at the conclusion of each semester. Students at CIM must meet all of the requirements stated in the Satisfactory Academic Progress Policy regardless of whether or not they previously received financial aid.

REQUIREMENTS OF SAP POLICY:

The following components are measured to determine whether the student is meeting SAP standards: Qualitative (Grade Point Average), Quantitative (credits earned) and Maximum Timeframe.

CUMULATIVE GRADE POINT AVERAGE (GPA) and SEMESTER AND CUMULATIVE MINIMUM EARNED CREDITS (vs attempted credits)

Students must maintain a minimum cumulative grade point average, per semester credits earned, and cumulative credits earned (of those attempted) for satisfactory progress toward graduation requirements. Credits accepted from other schools that may be applied to a CIM degree are not counted in the calculation of the student's GPA but are counted in the calculation as both attempted and completed hours, and are therefore included in the quantitative measure. These standards are consistent with academic standards required for graduation.

Special Grades:

I (Incomplete): An incomplete grade does not earn credit or influence the grade point average in the semester in which the course work was taken. However, an incomplete grade will count toward your total credits attempted. Once the incomplete has been resolved and a passing grade has been earned, the credits and the grade will then be counted toward satisfying the minimum cumulative credit hours and the grade point average requirements.

Example – if an undergraduate student enrolls for 12 credits in their second semester of study, but has an incomplete at the end of that semester for a 4 hour class, the student would NOT be making SAP, as they only earned 8 credits – the minimum credits earned by a second semester student must be at least 10 credits in that semester, regardless of how many cumulative hours the student may have. If the incomplete is completed with a passing grade by the due date to resolve an incomplete grade, the incomplete credits are earned at that time. But SAP status cannot be made retroactively. The student would still be on warning that whole 3rd semester. **It is important not to repeatedly have incompletes**, unless you are still completing enough credits without that class to meet the per semester minimum. If that same student was already on a SAP warning at the beginning of that second semester, they would have aid suspended/revoked for the 3rd semester.

Important timing: If an incomplete course is completed with a passing grade prior to the first day of classes in the next semester, those completed hours and grade will be still be counted for the prior term where the incomplete originated. If not completed for a passing grade by the first day of classes, the prior semester's final credits earned and GPA are fixed and will not change your Satisfactory Academic Progress review for the term where the incomplete was started. It will count towards your cumulative totals, but will not count as completed in the second term (the term in progress when you finish the incomplete).

W (Withdrawal): All withdrawal categories do not earn credit toward graduation or toward satisfying the minimum credit hours requirement of the SAP policy. However, these credits will count toward your total attempted credits and could possibly affect the Maximum Time Frame requirement. It is important to ensure (when considering a withdrawal) that you will still earn the minimum number of credits both that semester and cumulatively, based on how many semesters you have been enrolled at CIM. Excessive withdrawals, especially for students enrolling in the minimum credits to be full time, can cause SAP issues quickly.

P (Pass): If this grade is given, the credits will apply toward graduation and will also be counted toward satisfying the minimum earned credit hours standard but it will not affect the student's grade point average. All ESL classes are pass/fail.

AD (Audit): Courses enrolled as an audit do not count towards the metrics of GPA, hours attempted or hours earned.

Repeated Courses: For a course that has been failed and repeated, both grades are used in calculating the student's grade point average with the credits being counted only for the semester in which it was passed. However, each time a student registers for a course, those credits are counted toward the student's Maximum Time Frame / attempted hours. Any class passed may only be retaken for audit for no earned credit and no new grade.

Transfer and Advanced Placement Credits: Transfer and A/P credits count towards both attempted and earned credits but do not count into the CIM GPA.

MAXIMUM TIME FRAME is defined as the required length of time it will take a student to complete their degree/program. For a student to meet SAP time frame standards, they must be able to complete the program while attempting no more than 150% of the minimum required credits for the program. For example, if you are pursuing a degree which requires 120 semester hours, you may not receive financial aid after you have attempted 180 hours. This includes transfer credits. Most undergraduate majors at CIM require 120 credits for graduation.

Please see the chart below for your maximum time frame number of credits as determined by multiplying the required number of credits by 1.5 (for 150%). If at any time in your enrollment, it becomes mathematically impossible to complete your program requirements in the 150% timeframe, you are not making SAP minimum standards.

For all programs, any semester on Leave of Absence or enrolled Part Time does count towards your maximum time frame number of semesters. Within the DMA degree, any half time enrollment will require completion of the midpoint amount of credits per semester and cumulative credits earned.

Deficiency, remedial and ESL courses do not count towards the maximum time frame.

All credits transferred to CIM as well as Advanced Placement credits will be counted toward the Maximum Time Frame requirement for academic purposes as attempted and earned credits.

If a student has met the 150% time frame credits attempted toward their degree, the only action available is to appeal their limit; there is no warning semester.

SAP 150% Timeframe (attempted hours cannot exceed 150% of required credits)

	Artist Certificate *		Bachelors Degree		Masters Degree		Artist Diploma		Professional Studies		Doctorate	
	REQ Credits	150%	REQ Credits	150 %	REQ Credits	150 %	REQ Credits	150 %	REQ Credits	150 %	REQ Credits	150 %
Audio Recording	--		126	189	--		--		--		--	
Bassoon	72	108	120	180	35	53	36	54	36	54	49	74
Cello	72	108	120	180	35	53	36	54	36	54	49	74
Cello Suzuki Pedagogy	--		--		35	53	--		--		--	
Clarinet	72	108	120	180	35	53	36	54	36	54	49	74
Collaborative Piano	--		--		44	66	36	54	36	54	69	###
Composition	--		124	186	37	56	--		--		53	80
Concertmaster	--		--		--		36		--		--	
Dalcroze Eurythmics	--		130	195	--		--		--		--	
Double Bass	72	108	120	180	37	56	36	54	36	54	49	74
Flute	72	108	120	180	35	53	36	54	36	54	49	74
Guitar	72	108	123	185	39	59	36	54	36	54	49	74
Harp	72	108	120	180	37	56	36	54	36	54	49	74
Harpichord	72	108	120	180	35	53	36	54	36	54	49	74
Horn	72	108	120	180	35	53	36	54	36	54	49	74
Oboe	72	108	120	180	35	53	36	54	36	54	49	74
Orch. Conducting	--		--		35	53	--		35	53	--	
Organ	72	108	122	183	40	60	36	54	36	54	49	74
Percussion	72	108	120	180	36	54	36	54	36	54	51	77
Piano	72	108	120	180	35	53	36	54	36	54	51	77
Trombone/ Bass Trombone	72	108	122	183	35	53	36	54	36	54	49	74
Trumpet	72	108	120	180	35	53	36	54	36	54	49	74
Tuba	72	108	120	180	35	53	36	54	36	54	49	74
Viola	72	108	120	180	35	53	36	54	36	54	49	74
Violin	72	108	120	180	35	53	36	54	36	54	49	74
Violin Suzuki Pedagogy	--		--		36	54	--		--		--	
Voice	72	108	136	204	41	62	36	54	36	54	53	80

* AC assumes
3 years FT

Undergraduate - Bachelor of Music and Artist Certificate

Normal program duration is 4 years (8 semesters) and 120 credits; 150% of duration is 6 years (12 semesters) including any LOA and/or PT semesters; 150% of allowed attempted credit hours is 180 for most majors. Minimum number of enrolled credit hours by the end of drop/add to be full time is 12 hours; half time is 6 credits.

# of Semesters Enrolled	Minimum Cumulative GPA	Minimum Credits Earned per Semester	Cumulative Minimum Credits Earned
1	1.75	8	8
2	1.75	10	18
3	2.00	11	29
4	2.00	11	40
5	2.00	12	52
6	2.00	12	64
7	2.00	12	76
8	2.00	12	88
9	2.00	12	100
10	2.00	12	112
11	2.00	12	124
12	2.00	12	136

Graduate - Master of Music, Professional Studies & Artist Diploma

Minimum Cumulative Grade Point Average (GPA) is 2.75. Normal program duration is 2 years (4 semesters) and 36 credit hours; 150% allowed maximum attempted credit hours is 54 for most majors. Minimum number of enrolled credit hours by the end of drop/add to be full time is 9 hours; half time is 5 credits.

# of Semesters Enrolled	Minimum Cumulative GPA	Minimum Credits Earned per Semester	Cumulative Minimum Credits Earned
1	2.75	7	7
2	2.75	8	15
3	2.75	8	23
4	2.75	7	30
5	2.75	8	38
6	2.75	7	45

Graduate - Doctor of Musical Arts

Minimum Cumulative Grade Point Average (GPA) is 3.00. Normal program duration is 3 years (6 semesters). Number of required credits varies by major. Minimum number of enrolled credit hours by the end of drop/add to be full time is 9 hours; full time status is required for the first four semesters of the program; half time is 5 credits.

# of Semesters Enrolled	Minimum Cumulative GPA	Minimum Credits Earned per Semester	Cumulative Minimum Credits Earned
1	3.0	7	7
2	3.0	8	15
3	3.0	8	23
4	3.0	7	30
5	3.0	8	38
6	3.0	7	45

REVIEW PERIOD

Each student is reviewed at the end of each semester (and summer for those who enroll) to ensure that SAP has been achieved. A student who does not meet SAP requirements will be placed on **Financial Aid Warning** status.

FINANCIAL AID WARNING

Financial Aid Warning is a status assigned to a student who fails to make SAP at the end of any semester and who was not already in a warning status. This warning period allows the student to continue to receive financial aid for one semester. If a student has met the 150% time frame limit for credits attempted toward their degree, the only action available is to appeal their limit; there is no warning semester.

FINANCIAL AID SUSPENSION

If a student fails to achieve SAP while on "Financial Aid Warning" status, he/she will be placed on **Financial Aid Suspension** for the following semester. These students **will not** be eligible for any financial aid until all requirements for SAP have been met.

FINANCIAL AID PROBATION

Financial Aid Probation is a status assigned to a student who fails to make SAP and who has appealed and has had eligibility for aid reinstated. During the probationary period, students are given one semester to satisfactorily either raise their cumulative GPA or cumulative earned credits, as needed. If the GPA or number of credits earned is successful, the probation is removed. Financial Aid denial and suspension will result if the student's GPA or credits earned is not successfully raised.

ELIGIBILITY FOR REINSTATEMENT

In order to regain financial aid eligibility, a student must successfully meet all requirements for SAP. Students may use any semester(s) of the academic year to eliminate his/her deficiency. However, he/she is financially responsible for all expenses incurred during the time it takes to regain eligibility. Coursework taken at another college or university may be used to resolve the minimum credit hours earned requirement. However, credits taken elsewhere will not resolve the GPA component of the SAP Policy.

PROGRESS APPEAL PROCEDURES

All Title IV (federal) aid recipients have the right to appeal a Financial Aid Suspension decision by submitting a **Satisfactory Academic Progress Appeal Form** (form is included at the end of this document) to the Office of the Dean. The student will be required to submit as part of the appeal information regarding why he/she failed to make SAP. The student must also explain what has changed in his/her situation that would allow the student to fulfill all SAP standards at the next evaluation.

A student may file an appeal if there is an unusual and/or mitigating circumstance that affected their academic progress for consideration by the Office of the Dean.

Appeal forms with all supporting documentation must be submitted by drop/add deadline for the semester aid in which has been revoked. Students will be notified in writing shortly after filing the appeal.

When reviewing an Appeal, it will be determined if the student will be able to meet the SAP standards after the subsequent semester, or if the student can meet SAP standards by following an Academic Plan established by the Office of the Dean.

Students who have their Financial Aid reinstated through an Appeal will be placed on **Financial Aid Probation**.

A student may only appeal a maximum of two times during an academic career at CIM.

Appeals for Excessive Aggregate Time frame or Hours Attempted (150% limit) must include an explanation from you of the need for additional hours, and a degree completion plan, which includes courses remaining by semester, and an expected graduation date. These documents and an unofficial copy of the current transcript must be furnished with the appeal.

Additional degrees: Students seeking additional degrees are limited as follows:

2nd Bachelors..... 60 credit hours beyond prior degree

2nd Masters..... 45 credit hours beyond prior degree

Any student seeking a third Bachelors or Masters Degree is not eligible for federal financial aid. Doctorates are considered terminal degrees; thus no federal aid is available for a second doctoral program.

Double Majors, Dual Degrees and multiple minors: Students seeking double majors or a dual degree with CWRU must complete their degree program for the primary major within the limits set for that major. Additional hours will not be allowed for double majors or multiple minors.\

End of Satisfactory Academic Progress Policy



Additional criteria, above and beyond the SAP standards detailed above, apply for CIM Scholarship renewal.

The following additional standards apply to any scholarship that is not funded by Federal or State funds, and for which CIM selects the recipient and determines the initial award amount. These include, but are not limited to, CIM Scholarship, Starling, SPHINX and any endowed/named awards offered by CIM.

CIM Scholarships are renewed at the same dollar amount each year of the normal duration of program, unless otherwise noted, if the following conditions apply:

For enrollment that exceeds the normal timeframe to complete a program, approval from the Dean is required to extend the scholarship. Normal timeframe is 4 years (8 semesters) for BM and AC, 2 years (4 semesters) for MM, PS and AD, and 3 years (6 semesters) for DMA.

A student must maintain a minimum 3.0 Cumulative GPA. Failure to maintain a 3.0 Cumulative GPA results in loss of \$500 each semester the GPA is below 3.0. This \$500 will be compounded each semester the student fails to meet this minimum – first semester below 3.0 will lose \$500, second below will lose \$1000, third below will lose \$1500, etc.

If a student fails the same remedial class twice, scholarship is immediately revoked or reduced at the discretion of the Dean.

If a student receives a grade below a B- in their primary applied music lesson course for a second semester in a row, scholarship aid is revoked or reduced, if the student is allowed to stay at the institution.

Any other artistic or disciplinary warning or probation, or academic integrity probation may result in immediately reduction or loss of CIM Scholarship aid, as determined by the Dean, regardless of whether or not the student may be meeting the Satisfactory Academic Progress standards detailed above. Students are directed to the current CIM catalogue for details of additional academic policy.

CIM Satisfactory Academic Progress (SAP) Appeal Form

This form is to be used to determine Federal Financial Aid eligibility in the event all Satisfactory Academic Progress GPA and Credits Earned deficiencies were not cleared at the end of the automatic Warning semester. There is no Warning semester for 150% Timeframe criteria. You will be notified in writing of the outcome of your appeal.

Student Name: _____ **Phone Number:** _____

Have you previously requested a Satisfactory Academic Progress Appeal? ___ Yes ___ No

A student may submit a SAP appeal if there is an unusual and/or mitigating circumstance that affected their academic progress. Such circumstances may include a severe illness or injury to the student, spouse or family member, death of relative, activation to military service or other events deemed appropriate for consideration by the Office of the Dean. Students who have their financial aid reinstated via a successful appeal will be placed on **Financial Aid Probation** for one semester. All previously deficient SAP standards must be met by the end of the Probation semester for eligibility to continue for the following semester.

Please check the SAP issue your appeal addresses:

- Cumulative GPA below minimum
- Credits Earned in semester or cumulatively below minimum
- 150% Timeframe exceeded to complete program (more than 150% of the credits needed to complete program have been attempted). Note, there is no Warning semester for this issue.

The following MUST BE INCLUDED before your appeal will be considered:

- A typed explanation of why you have failed to meet the Satisfactory Academic Progress requirement(s). Please be specific with your explanation. Outline the steps you are planning to take to ensure future success at CIM, including expected coursework for upcoming semester.
- Attach any supporting documentation to help substantiate your appeal, such as doctor's note, medical records, etc.

This form is due by the end of drop/add (end of first week of classes) for the affected semester.

Student's Signature _____ **Date:** _____

Return to: CIM Office of the Dean, 11021 East Blvd., Cleveland, OH 44106
Fax: (216) 707-4519

Office use only:
Approved _____ Denied: _____
Reason for denial: _____
Reviewed by: _____ Date: _____