



## Satisfactory Academic Progress (SAP) Policy

The applicable federal regulations are in 34 CFR 668.16(e), 668.32(f) and 668.34. Previous CIM SAP policies are no longer valid.

This policy is applicable to eligibility for all federal, state, and institutional aid funds at CIM.

CIM will evaluate all Satisfactory Academic Progress (SAP) components at the conclusion of each term. Students at CIM must meet all the requirements stated in the Satisfactory Academic Progress Policy regardless of whether 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 cumulative hours (not in semester-earned 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 originally taken. However, the incomplete grade will count toward your total credits attempted. Once the incomplete has been resolved and the grade has been updated, the credits and grade will then be counted towards the minimum cumulative credit hours earned and grade point average calculation in the next semester-end SAP review.

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 5 credits worth of classes, the student would NOT be making SAP, as they only earned 7 of 12 credits or 58.33%, short of the 66.67% minimum. 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 the whole 3<sup>rd</sup> semester. **It is important not to repeatedly have incompletes** unless otherwise completing enough credits without that class to meet the per semester minimum. If that same student was already on SAP warning at the beginning of that second semester, they would have aid suspended/revoked for the 3<sup>rd</sup> 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 may 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 the Satisfactory Academic Progress review for the term where the incomplete was started. It will

count towards cumulative totals but will not count as completed in the second term (the term in progress when the incomplete is resolved for a grade).

*\*A student must request a follow-up SAP review when a passing grade is obtained for a previous incomplete before the next semester begins. This request must be made in writing to the CIM Financial Aid Office before the first day of classes of the next term.*

**W (Withdrawal):** Withdrawals do not earn credit toward graduation or toward satisfying the minimum credit hours requirement of the SAP policy. However, these credits do count towards total attempted credits and may affect the Maximum Time Frame requirement. If considering a withdrawal, the student should be mindful of ability to earn the minimum number of credits both that semester and cumulatively, based on how many semesters they have been enrolled at CIM. Excessive withdrawals, especially for students enrolling in the minimum credits to be full time, can cause SAP issues quickly. Courses dropped within the drop/add period during the first week of a term are not considered withdrawals for SAP purposes and do not count towards attempted credits.

**Pass/Fail option courses:**

- **P (Pass):** If this grade is given, the credits will apply as credits attempted and earned and will be counted toward satisfying the minimum earned credit hours standard, but it will not affect the student's grade point average.
- **F (Fail)** grade from a Pass/Fail course will count negatively in the grade point average as well as being counted as credit(s) attempted but not earned.

**AD (Audit):** Courses enrolled in 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 GPA with the credits earned 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.

**Remedial Coursework:** All ELS and MUTH 400A and MUTH 400B courses are considered remedial coursework. These courses are not part of the student's degree program but are required to bring the student to the standard required for their respective degree requirements. These are not included in the GPA, nor do they count towards the maximum timeframe limits, but they are included in the attempted/earned credits calculation for SAP.

**Transfer, Advanced Placement Credits, and International Baccalaureate:** Transfer, AP and IB credits count towards both attempted and earned credits but do not count into the CIM cumulative GPA.

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## **QUALITATIVE (GPA) & QUANTITATIVE (Credits Earned) MEASURES**

For every program at CIM, to meet SAP, a student must successfully earn a passing grade in at least 66.67% of the credits they attempted for the semester, based on credits enrolled at the end of drop/add for that term. Alternatively, if a student earns a passing grade in the full-time minimum class load of 12 credits undergraduates or 9 credits graduates, they will be considered to have met this SAP component, even if less than 66.67% of credits attempted were earned (i.e., undergraduate student is registered for 20 credits and earns 12. Only 60% of attempted credits were earned, but since 12 credits is the minimum needed to be full time, they have met this SAP component).

**Cumulatively, 66.67% of credits attempted must be earned.** Incomplete grades will not count as a passing grade and may negatively impact this calculation. If an incomplete grade is earned prior to the first day of classes in the subsequent semester, the student may make a written request to [financialaid@cim.edu](mailto:financialaid@cim.edu) to have their SAP calculation reviewed; such reviews of prior incompletes will not happen automatically.

**Rounding policy:** For SAP purposes, the GPA and Earned vs Attempted credits and calculation will be rounded up to the nearest hundredth of a percent. (e.g., 6 credits earned of 9 attempted is 66.6666666666667 and is rounded up to 66.67%).

**Leave of Absence (LOA):** Semester(s) in LOA status when that status is in place prior to the first day of classes do not count towards the number of semesters enrolled in the charts below. They DO count towards credits attempted and maximum timeframe if the LOA status happened mid-semester and credits ended in a withdrawal status.

### Undergraduate: Bachelor of Music

Normal program duration is 4 years (8 semesters) and 120 credits; 150% of duration is 6 years (12 semesters) excluding any LOA semester(s); 150% of allowed attempted credit hours is 180 for most majors. The minimum enrolled credit hours by the end of drop/add to be full time is 12 hours; half time is 6 credits (part time study requires pre-approval by the Dean).

# of Semesters Enrolled	Minimum Cumulative GPA	Minimum % of credits attempted that must be earned
1-2	1.75	66.67% (or 12 credits, whichever is less)
3 or more	2.0	66.67% (or 12 credits, whichever is less)

### Undergraduate: Artist Certificate

Normal program duration is 3 years (6 semesters) and 72 credits; 150% of duration is 4.5 years (9 semesters) excluding any LOA semester(s); 150% of allowed attempted credit hours is 108 for most majors. The minimum enrolled credit hours by the end of drop/add to be full time is 12 hours; half time is 6 credits (part time study requires pre-approval by the Dean).

# of Semesters Enrolled	Minimum Cumulative GPA	Minimum % of credits attempted that must be earned
1 or 2	1.75	66.67% (or 12 credits, whichever is less)
3 or more	2.0	66.67% (or 12 credits, whichever is less)

### Graduate: Master of Music (MM), Professional Studies (PS), Graduate Diploma (GD) & Artist Diploma (AD)

Minimum Cumulative Grade Point Average (GPA) is 2.75. Normal program duration is 2 years (4 semesters); 150% allowed maximum timeframe is 3 years (6 semesters). Minimum enrolled credit hours by the end of drop/add to be full time is 9 hours; half time is 5 credits (part time study requires pre-approval by the Dean).

# of Semesters Enrolled	Minimum Cumulative GPA	Minimum % of credits attempted that must be earned
all	2.75	66.67% (or 9 credits, whichever is less)

### 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. The minimum enrolled credit hours by the end of drop/add to be full time is 9 hours; full time status is required for the first two semesters of the program; half time is 5 credits.

# of Semesters Enrolled	Minimum Cumulative GPA	Minimum % of credits attempted that must be earned
all	3.0	66.67% (or 9 credits, whichever is less)

## **MAXIMUM TIME FRAME**

Maximum Time Frame is defined as the required length of time it will take a student to complete their degree/program.

For all programs, semesters with part-time enrollment or on a Leave of Absence will count towards your maximum time frame number of semesters. For semesters where the Leave of Absence occurs mid-semester, that term's attempted credits and GPA will factor into the SAP evaluation.

Within the DMA degree, any half time enrollment will require completion of the midpoint number 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.

## **Undergraduate students:**

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 required credits to graduate. For example, if pursuing a degree which requires 120 semester hours, a student may not receive financial aid after attempting more than 180 hours. This includes transfer credits. Most undergraduate majors at CIM require 120 credits for graduation.

The chart below lists 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 a student's enrollment, it becomes mathematically impossible to complete their program requirements in the 150% timeframe, they are not making SAP minimum standards. 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.

Major	Artist Certificate		Bachelor's Degree	
	REQ Credits	150%	REQ Credits	150%
Bassoon	72	108	120	180
Cello	72	108	120	180
Clarinet	72	108	120	180
Composition	n/a	n/a	124	186
Double Bass	72	108	120	180
Flute	72	108	120	180
Guitar	72	108	123	185
Harp	72	108	120	180
Harpichord	72	108	120	180
Horn	72	108	120	180
Oboe	72	108	120	180

Organ	72	108	122	183
Percussion	72	108	120	180
Piano	72	108	120	180
Trombone & Bass Trombone	72	108	122	183
Trumpet	72	108	120	180
Tuba	72	108	120	180
Viola	72	108	120	180
Violin	72	108	120	180
Voice	72	108	124	185

## Graduate Students:

Normal time frame for graduate programs (MM, AD, GD, & PS) is based on number of semesters. Four semesters are the normal duration, and six semesters is considered 150% or maximum timeframe. As all four of these programs have a three-year (six semester) statute of limitations to complete the program, there could never be an instance a student did not graduate within the six-semester limit and continue to be enrolled, let alone have any financial aid.

DMA program has a normal duration of 6 semesters, so 150% would be 9 semesters.

## REVIEW PERIOD

Each student's record is reviewed at the end of each semester (including summer session) to ensure SAP has been achieved. Students not meeting SAP requirements will be placed on **Financial Aid Warning** status. Students who are placed on Financial Aid Warning will be sent a SAP status message to their cim.edu email, copied to the Registrar and the Dean, as soon as the reviews have been completed, prior to the start of the subsequent term.

## 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, they will be placed on **Financial Aid Suspension** for the following semester and **will not** be eligible for any financial aid until all requirements for SAP have been met. Students placed on Financial Aid Suspension will be sent a SAP status message to their cim.edu email, copied to the Registrar and the Dean, as soon as the reviews have been completed, prior to the start of the subsequent term.

## FINANCIAL AID PROBATION

Financial Aid Probation is a status assigned to students who fail to make SAP and have successfully appealed their eligibility for aid reinstatement. During the probationary period, students are given one semester to satisfactorily raise their cumulative GPA and/or cumulative earned credits, as applicable. 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. Students who successfully appealed their SAP status and are placed on Financial Aid Probation are sent a SAP status message to their cim.edu email, copied to the Registrar and the Dean, as soon as the reviews have been completed, prior to the start of the subsequent term.

## ELIGIBILITY FOR REINSTATEMENT

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 their deficiency. However, they are 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 Institutional and Title IV (federal) aid recipients have the right to appeal a Financial Aid Suspension decision by submitting a [Satisfactory Academic Progress Appeal Form](http://www.cim.edu/assets/downloads/college/sap.pdf) (via single-sign-on to Populi <http://www.cim.edu/assets/downloads/college/sap.pdf>) for review prior to the start of the subsequent term. A student may file an appeal if there is an unusual circumstance that affected their academic progress. Such circumstances may be injury or illness of the student, illness or death of immediate family member or any other unexpected hardship. The student shall submit information about why they failed to make SAP and what positive actions have been completed or are underway to help ensure their ability to fulfill all SAP standards at the next evaluation. They must also meet with the CIM Registrar to discuss their Academic Plan to have a clear path forward to timely program completion.

### SAP Appeal review committee includes members of the following departments:

- Financial Aid
- Registrar
- Student Affairs
- Office of the Dean

Appeal forms with all supporting documentation must be submitted no later than the Wednesday prior to the first week of classes for the semester in which aid has been revoked. Students will be notified in writing within 2 weeks 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 a detailed Academic Plan established and approved by the Registrar and Office of the Dean. An Academic Plan may allow for adjusted SAP minimum thresholds for the student to meet per semester which will allow the student to improve outcomes over time with result being a completed program within the normal timeframe, whenever possible. If the student does not meet the goals as defined in the Academic Plan, they will be considered to not be making SAP. In some cases, a student may need to extend their program which may or may not include extension of CIM or federal aid.

Students who have their Financial Aid reinstated through a successful appeal will be placed on **Financial Aid Probation**. All SAP appeal outcome responses will be communicated to the student's cim.edu email account once the review is complete. In some cases, reinstated aid comes with specific conditions which would be detailed in the decision notification.

**Appeals for Excessive Aggregate Time Frame or Hours Attempted (150% limit)** must include an explanation of the need for additional hours, 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:

- 2<sup>nd</sup> Bachelors..... 60 credit hours beyond prior degree
- 2<sup>nd</sup> Masters..... 45 credit hours beyond prior degree

Any student seeking a third Bachelor's or Master's 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, Change in Program and Multiple Minors:** Students seeking double majors or a dual degree with CWRU must complete their degree program for their primary CIM major/degree within the limits set for that major/program. A prorated, manual calculation will need to take place at the beginning of the combined or changed programs with the Registrar to consider the additional credits needed to complete all requirements of your program as it relates to the maximum timeframe component of the SAP policy. Additional hours will not be allowed for multiple minors. Note that federal aid is only applicable to coursework required for CIM degree(s).

### ***End of Satisfactory Academic Progress Policy***

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#### **Additional criteria, above and beyond the SAP standards detailed above:**

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

If a graduate student fails the same remedial class twice, they may be offered enrollment in a non-degree program.

If a student receives a grade below a B- in their primary applied music lesson course for a second consecutive semester, the student will be separated from CIM.

Any academic, artistic, or disciplinary sanction, such as warning, probation, or suspension may result in immediate reduction or loss of CIM Scholarship aid, as determined by the Dean, regardless of whether 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 policies.