

Satisfactory Academic Progress (SAP) Effective May 1, 2020

Satisfactory academic progress is a requirement for all students enrolled. Federal regulations require all schools participating in state and federal financial aid programs to monitor SAP. These standards are applicable to all students attending the Milwaukee Institute of Art & Design (MIAD) throughout the academic year. The Department of Education considers the MIAD's policy to be reasonable if:

- a) The policy is as strict as the policy the Institution applies to non TIV eligible students.
- b) The policy is consistently applied to all students.
- c) The policy states that the student's academic progress both qualitative and pace of progression is evaluated at the end of each payment period.
- d) The policy specifies the CGPA that the student must achieve at evaluation and that after two academic years (4 semesters) the student must have a 2.00 CGPA.
- e) The policy specifies the pace at which the student must progress in order to complete the program within the maximum time frame.
- f) The policy describes how Withdrawals, Transfer Credits, and repetitions affect the CGPA and pace of completion.
- g) The policy clearly defines the consequences of not making SAP.

ACADEMIC YEAR

The academic year at MIAD consists of two terms of at least 15 weeks each. For Title IV payments the student must meet both credit hours and weeks of instruction as well as complying with all standards for Satisfactory Academic Progress before they can receive further Title IV payments. All periods of enrollment count toward SAP (Fall, Spring and Summer), including when a student does not receive Title IV aid. MIAD's Summer semester is not mandatory. There is no variances in SAP processes or procedures by term.

MIAD offers only one degree, a Bachelor of Fine Art degree. SAP regulations for student pursuing a 2nd degree do not apply. Nor is there an opportunity for a student to change their program of study. MIAD does not offer remedial or non-credit courses.

MIAD measures SAP at the end of each term. All students, part-time and full-time are evaluated based on the same criteria whether they received financial aid for the evaluation period or not. We measure both qualitative and quantitative performance. A student must meet both these standards to remain in SAP Good Standing.

The information required for Financial Aid to calculate SAP is provided by the registrar the week after the end of the semester when all grades are posted. All transfer credits will be calculated into the pace of credits attempted and credits earned but not in the CGPA calculation.

INCOMPLETES

A faculty member may assign a grade of "I" (Incomplete), when work has been delayed due to unusual circumstances such as serious illness or death in the family. Delinquent work must be completed within 30 calendar days of the end of the semester. The faculty member will then assign a grade. If the delinquent work is not submitted within 30 days, the Incomplete will automatically convert to a grade of "F." The initial SAP calculation will not include the Incomplete. However, once the 30 days has passed and/or the grade determination has been made the financial aid office will recalculate SAP.

WITHDRAWS

Students may drop a course or completely withdraw from school through the tenth week of the semester. Courses dropped before the close of open enrollment will not appear on the student's transcript. The course title and a "W" will appear on the student's transcript for any classes dropped during the second through tenth week of the semester; such withdrawals will not affect the student's grade point average. However, the withdrawn class will be calculated in the quantitative measure for SAP.

When a student withdraws completely from MIAD a Return to Title IV calculation is completed per R2T4 Policy in the financial aid office. If the withdrawn student returns to MIAD in a subsequent semester, MIAD will apply the SAP policy in continuation of such a student's SAP status at the time of withdrawal.

All students must comply with the following standards:

QUALITATIVE MEASUREMENT

The qualitative component of the SAP policy measures the student's CGPA for the evaluation period. For a student to make qualitative SAP each semester, including the Summer semester, they must earn a minimum 2.00 CGPA. At the end of the 2nd Academic year (4 semesters) the student must have a CGPA of 2.00 or higher. All students start their program at SAP Good Standing.

If the student does **NOT** earn a CPGA of 2.00 or higher for the evaluation prior, the end of each semester, they are put on financial aid WARNING for the following semester. The student maintains eligibility for financial aid during the semester on SAP Warning. At the end of the SAP Warning semester if the student does not improve the CGPA to a 2.00 or higher they are put on SAP financial aid DISMISSAL with the option to appeal. If the appeal is granted the student will meet with the FA office to agree and sign an academic plan defined to improve their SAP status. Their SAP status during this time will be Probation. The student continues to be eligible for financial aid for the Probation semester.

If the student meets all the expectations outlined in the academic plan and meets SAP evaluations requirements they regain Good Standing. If they meet the expectations outlined in the academic plan but do not meet SAP evaluation requirements of a 2.00 CGPA they are placed on Dismissal with a 2nd option to appeal. If the appeal is granted the student will meet with the FA office to agree and sign a second academic plan defined to improve their SAP status. They are again placed on PROBATION and eligible for Financial Aid for the Probation semester.

After the 2nd evaluation period of Probation the student does not meet the SAP evaluation requirements they are placed on Financial Aid Dismissal without the option to appeal. The student will remain ineligible for financial aid until they regain Good Standing

If the student does not make the qualitative SAP measurement of a CPGA of 2.00 at the end of their 2nd Academic year or 4 completed semesters, including Summer, they are put on financial aid DISMISSAL without the option to appeal.

QUANTATIVE MEASUREMENT

For a student to make quantitative SAP each semester they must be on pace to earn their degree within the 150% maximum time frame. This is calculated by taking the cumulative credits earned and dividing them by the cumulative credits attempted. A student must maintain 67% completion rate of the credits they attempt to stay on pace to graduate and in financial aid SAP Good Standing. For a student who does not receive Title IV aid, the Sap policy is still applicable and this period is accounted for in the maximum duration of the program.

MIAD measures the completion timeframe for a student to complete their course work in 150% of the scheduled timeframe of the program. For example, if the program is 8 semesters (four years) the student must complete in 12 semesters (6 years) to continue eligibility for TIV funds.

The MIAD BFA is 120 credits. If the MIAD student earns 67% of their credits attempted each semester they will be on pace to graduate in the maximum timeframe. ($120/180 = .67$). Pace of progression is always calculated on cumulative attempted and cumulative earned.

Students with a declared minor will need a maximum of 132 credit. This varies on the major and minor degree the student is seeking. Part-time study will be prorated (students who start a semester enrolled fulltime and drop to part-time will be considered full time for SAP standards). Full-time students can receive FA for a maximum of 180 credits.

If the student does **NOT** earn 67% of the cumulative credits attempted for the evaluation prior to the end of their 2nd Academic year they are put on financial aid WARNING for the following semester. The student maintains eligibility for financial aid during the semester on SAP Warning. At the end of the SAP Warning semester if the student does not meet the 67% pace of progression they are put on SAP financial aid DISMISSAL with the option to appeal. If the appeal is granted the student will meet with the FA office to agree and sign an academic plan defined to improve their SAP status. Their SAP status during this time will be Probation. The student continues to be eligible for financial aid for the Probation semester

If the student meets all the expectations outlined in the academic plan and meets SAP evaluations requirements they regain Good Standing. If they meet the expectations outlined in the academic plan but do not meet SAP evaluation requirements of 67% pace of progression they are placed on Dismissal with a 2nd option to appeal. If the appeal is granted the student will meet with the FA office to agree and sign a second academic plan defined to improve their SAP status. They are again placed on PROBATION and eligible for Financial Aid for the Probation semester.

After the 2nd evaluation period of Probation the student does not meet the SAP quantitative evaluation requirements they are placed on Financial Aid Dismissal without the option to appeal. The student will remain ineligible for financial aid until they regain Good Standing. If at any time the financial aid office determines that it is mathematically impossible for the student to be on pace to graduate, they are financial aid dismissed without the option to appeal.

Failure to meet any one of the above mentioned SAP requirements will result in the following:

SAP Warning

A SAP Warning status is assigned to all students that do not meet the SAP criteria at the end of the semester. Students are notified of their SAP status, the impact and the expectations for the Warning period. Students are eligible for TIV during the Warning semester. No appeal is necessary for this status.

If a student with a SAP status of Warning fails to meet SAP after the semester on Warning they are put on Financial Aid Dismissal status with the right to appeal for the next term only if the school determines that the student can make mathematically make SAP at the end of the evaluation period. If the school determines that the student will not be able to mathematically earn SAP they do not have the ability to appeal their SAP Dismissal status.

Appeal SAP Dismissal Status

The student is notified that they did not meet SAP requirements at the end of their Warning semester and are now place on SAP Dismissal with the option to appeal. The student has the option to appeal in writing to the FA office to continue their FA eligibility. This appeal must be submitted by the end of the week prior to the start of the next semester. In their appeal the student must state:

- Why they did not make SAP,
- What has changed that will assist the student in making SAP the next evaluation period.
- Describe any special circumstance or information such as death of a relative, an injury or illness that interfered with your success.

If the student appeals and the FA office approves the appeal, the student will be placed on PROBATION for the next semester with an academic plan that enables the student will meet SAP standards by the

defined period of time. MIAD's FA academic plan expects that the student earns a 2.00 GPA and earns 67% of the credits attempted during the semester they are on Probation.

SAP Probation Status

If at the end of the Probation semester the student meets the SAP standards or successfully meets the requirements outlined in the academic plan, but their CGPA remains below a 2.00 and/or the pace of progression is <67%, the student is put on Financial Aid Dismissal with a 2nd option to appeal. The student must again file an appeal as outlined above. A student may only appeal a Dismissal/Probation status twice.

If the financial aid office determines that the student is not mathematically able to meet the SAP requirements after probation semester the student is SAP Dismissed without the option to appeal.

SAP Dismissal

If the student **fails** to meet the requirements of the academic plan while on a PROBATION status they will be SAP Dismissed without the option to appeal. SAP dismissal removes the TIV eligibility for the next evaluation period.

A MIAD student will be no longer eligible for TIV aid prior to the completion of the 150% timeframe if at any time the FA office determines that it is impossible for the student to complete within the allotted time.

Re-establishing Eligibility

A student may be reinstated for financial aid by completing a minimum of 12 credit hours at MIAD on a self-payment option and meeting the SAP standard of CGPA of 2.00 and a 67% earned completion rate. Once a student has done this, he/she will regain their eligibility for TIV funding for the next semester. This option is NOT available to students who have been dismissed from financial aid because of exceeding their hour limit. Prior periods in which the student was determined ineligible for aid will not be included in the student's reinstatement of eligibility.

SAP and Repeated Course Work

Repeated courses where the student has earned an "F" grade can be funded unlimited times with TIV funds and are included in the pace calculation and GPA.

Repeated course work where the student has earned a passing grade can only be funded with TIV funds once. This course is only counted once in the pace calculation and the GPA.

Repeated courses will count in the calculation of credits successfully completed if the student receives a passing grade, but only the higher grade will be used in calculating the cumulative GPA. If students change majors or an area of concentration, the maximum time requirements for completion of the BFA Degree will remain the same, as well as the qualitative and quantitative measures outlined in this policy.

Notification of SAP Status

Students are notified in writing if their SAP status is not in Good Standing.

MIAD COVID-19 SAP POLICY ADDENDUM – May 01/2020

The Department of Education has announced increased flexibility in providing Satisfactory Academic Progress (SAP) relief for students affected by the COVID-19

MIAD's SAP appeal policy among other things, describe the basis on which a student may file an appeal: the death of a relative, an injury or illness of the student, or other special circumstances. Circumstances related to an outbreak of COVID-19, including, but not limited to, the illness of a student or family member, compliance with a quarantine period, or the general disruption resulting from such an outbreak may form the basis of a student's SAP appeal even if not specifically articulated in the institution's SAP policy.

Flexibility in reporting students who withdrew from a class between March 16, 2020 and May 1, 2020 for a qualifying emergency may have their attempted credits but not earned eliminated from their quantitative SAP calculation without being required to appeal.

Revised: 5/13/20