

KMBC SATISFACTORY ACADEMIC PROGRESS (SAP) POLICY

All financial aid recipients are required to meet Satisfactory Academic Progress (SAP) according to Title IV Program federal regulations and policies set by KMBC. The intent of these policies is to ensure that students receiving financial aid are making satisfactory progress toward completion of an approved degree in a reasonable period of time and within a reasonable number of credit hours.

Regulations require a student's progress for financial aid purposes to be measured both qualitatively and quantitatively. In addition to a student's cumulative grade point average (qualitative), students are also required to pass a percentage of all attempted course work and to complete their program of study within the maximum time frame allowed (quantitative).

1.5.1 STANDARDS OF PROGRESS

To receive financial aid, the student must maintain satisfactory academic progress toward an eligible program of study according to the following standards:

Qualitative Standard (Grade Point Average)

Students are required to maintain the following cumulative grade point average (GPA)

Hours Attempted	Cumulative GPA
0 - 18	1.8
19 - 59	1.9
60 +	2.0

Quantitative Standard

- **Completion Rate Requirement (Pace)**
Students must successfully complete 67% of the cumulative credit hours attempted.
(Ex: 12 hrs attempted x 67% = 8 hrs / 60 hrs attempted x 67% = 40 hrs)
- **Maximum Time Frame Requirement**
Students must finish their degree program within 150% of the program's length.
(130 hrs x 150% = 195 hrs)

Students not meeting the Time Frame standard will immediately become ineligible for all federal aid programs. The Financial Aid Office has the authority to cancel aid and request immediate repayment of federal aid at any time that a student is deemed ineligible.

1.5.2 MEASURING SATISFACTORY ACADEMIC PROGRESS

EVALUATION: SAP will be evaluated at the end of each semester.

WARNING SEMESTER: When a student fails to meet SAP requirements he will be placed on Financial Aid Warning and may continue to receive Title IV aid for one semester.

FINANCIAL AID PROBATION: To receive Title IV aid after the **Warning Semester** the student must be making SAP or be placed on **Probation** following a successful **Appeal**. A student on Financial Aid Probation:

- May receive Title IV funds for one semester.
- Must be making SAP or following a prescribed Academic Plan to receive Title IV funds for the following semester.

FINANCIAL AID TERMINATION: Students who fail to meet SAP Standards by the end of a Warning Semester (unless an Appeal is granted) or by the end of a Probation Semester, will have their financial aid terminated.

RE-INSTATEMENT: Students whose financial aid eligibility has been terminated due to unsatisfactory academic progress may have their financial aid eligibility reinstated by:

- Meeting the minimum SAP standards at the end of any subsequent semester.
- Submitting a successful Appeal.

APPEAL: Students may request to have their financial aid re-instated if they have had extenuating circumstances as:

- Severe, prolonged illness or injury of student
- Death of an immediate family member
- Other extraordinary circumstances that were beyond the student's control

A letter of appeal should be submitted to the Financial Aid Office and include a description of the situation, accompanying documentation, as well as a summary of what has changed that will allow the student to meet the minimum SAP standards at the next evaluation. The Financial Aid Director will review the appeal and determine whether a probationary semester is justified. Appeals approved will require that the student comply with all SAP standards by the end of the probationary semester or be in compliance with their Contract for Academic Success issued by the Admissions Retention Committee. The student will be advised in writing of the appeal decision.

NOTIFICATION: Written notification will be sent to students placed on Financial Aid Warning, Financial Aid Probation, and Financial Aid Reinstatement.

Treatment of Special Grades

CR – (Credit): Courses taken for credit may not affect GPA but will be counted as hours attempted and earned.

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 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 SAP requirements.

NC - (No-Credit): Students receiving this grade do not earn credit but hours are counted as attempted. GPA is not affected.

R - (Repeated Courses): Repeated courses count as attempted hours but only the higher grade is used in computing the GPA. Credit hours in repeated courses will count only once.

W - (Withdrawal): Courses dropped before the third week of the semester will not count as a class attended.

WP – (Withdrawal/Pass): A course withdrawn with a passing grade after the 2nd week and before the 8th week of the semester will count as hours attempted but not earned. Does not affect GPA.

WF – (Withdrawal/Fail): A course withdrawn with a failing grade after the 2nd week and before the 8th week of the semester will count as hours attempted but not earned.. does not affect GPA.

Treatment of Transcript Notations: (Notations give additional information about classes)

AU – (Audit): Does not count as attempted or earned hours. Does not affect GPA.

D – (Developmental): Counts as attempted but not earned hours. Does not affect GPA.

R – (Repeated): Count as attempted hours. Only the course with the higher grade counts as earned hours and is used to compute GPA.

T – (Transfer): Hours transferred into a program count as attempted and earned hours but are not computed into GPA.