

SATISFACTORY ACADEMIC PROGRESS (SAP)

PURPOSE AND SCOPE

Federal regulations mandate that a student receiving financial aid under Title IV programs must maintain **Satisfactory Academic Progress (SAP)** in his/her course of study regardless of whether or not financial aid is awarded each semester. Students are responsible for understanding and adhering to the satisfactory academic progress policy.

Satisfactory Academic Progress (SAP) will be measured at the end of each term for all students.

Satisfactory Academic Progress is measured with the following standards:

- Qualitative (cumulative Grade Point Average)
- Quantitative (67% Rule – Earned hours divided by Attempted Hours)
- Maximum Time Frame (150% of required hours for program completion)

The Federal Regulations specify minimum standards for these measures. KCTCS may set stricter standards in its policy.

QUALITATIVE STANDARD – Grade Point Average (GPA)

KCTCS qualitative standard is determined by the student's earned Grade Point Average (GPA). KCTCS uses a 4-point scale for **GPA**. Students earning a cumulative grade point average below a 2.0 at the end of a term shall be placed on financial aid probation. Students receiving a GPA below 2.0 for three consecutive terms will be suspended from financial aid.

QUANTITATIVE PERCENTAGE STANDARD – (QPS or 67% Rule)

The satisfactory academic progress policy must also include a quantitative measure to determine the number of credit hours attempted and percentage of credit hours completed (passed). The minimum percentage of work a student must successfully complete by the end of each term is 67% of all attempted hours. Students receiving a calculated QPS value below 67% for three consecutive terms will be suspended from financial aid.

MAXIMUM TIME FRAME (MTF) STANDARD

Students are expected to complete their degree/diploma/certificate credentials within a **Maximum Time Frame (MTF)** of 150 percent of the required number of credit hours to graduate. **MTF** of 150% includes all classes required for the credential plus 50%.

EXAMPLE

Maximum Time Frame Rule (Required Classes for Credential plus 50%)		
Credential Hours	Maximum Time Frame Percentage	Attempted Hours Permitted
Associates – 60 hours	150%	90
Diploma – 48 hours	150%	72
Certificate – 30 hours	150%	45

NOTE: Transferred hours, Repeated classes, Bankrupted hours, Incompletes, Withdrawals, Failed in graded courses, Failed in Pass/Fail courses and Audit (changed from credit to audit after the last day to add a class) count toward maximum time frame and quantitative standards.

Student Aid enrollment status for payment purposes will be established at the close of the 7th calendar day beginning with the first day of class, including weekends but not holidays, or upon file completion whichever is later. Courses added after this date will not be considered for enrollment for student aid purposes but will be counted as attempted for quantitative and MTF standards.

OTHER ELEMENTS

GRADES

Grades of "A", "B", "C", "D", "P" and "S" will be considered in determining credit hours earned. Grades of "E", "F", "W", "WF", "WP", "NP", "U", or "I" will not be considered as credit hours earned but, will be considered as hours attempted for the semester.

FAILURE TO MEET THE STANDARDS OF ACADEMIC PROGRESS

If a student fails any combination of three (3) consecutive terms of cumulative qualitative and/or cumulative quantitative standards, their financial aid will be suspended. Students will be suspended even after one term after exceeding maximum time frame.

APPEAL PROCESS

If a student is placed on financial aid suspension and have unusual circumstances (illness, death in the family, accidents, etc.) that were a factor in not making satisfactory academic progress s/he has the right to appeal.

- A Satisfactory Academic Progress (SAP) Appeal form must be obtained and submitted to the local KCTCS Financial Aid Office by the student. The Appeal form is also available at the KCTCS Printable Forms web site.

http://www.kctcs.edu/Students/Costs_and_Financial_Aid/Financial_Aid_Forms.aspx

- Documentation supporting the extenuating circumstances must be available for review.
- SAP appeals may be approved/disapproved by the college Financial Aid Director (or designated staff) and if denied the student may request the appeal be forwarded to the college Student Financial Aid Appeals Committee. Decisions made by the Student Aid Committee are final and non-appealable.

The student is responsible for payment arrangements with the institution pending a decision of the appeals committee.

REINSTATEMENT OF AID

If a student was suspended because their cumulative grade point average did not meet the minimum 2.0 grade point average and s/he took additional courses to raise their grade point average to the minimum standard s/he may be reinstated providing they have not exceeded **Maximum Time Frame (MTF)** and are in compliance with the 67% completion rule. For reinstatement purposes classes must be taken at KCTCS colleges. If the student passes classes at any KCTCS college while on probation or suspension without Student Aid and wish to have SAP re-evaluated, s/he must notify their local Student Financial Aid office in writing.

- As part of the appeal process in granting a MTF extension, the student must provide to their Student Financial Aid office a **Financial Aid Degree Audit** request certified by a college official listing only those classes required to finish their course of study (or credential). Classes taken but not required to finish the student's chosen credential will not be included in their enrollment calculation for Student Financial Aid eligibility purposes. The Financial Aid Degree Audit form is available at the KCTCS Printable Forms web site.

http://www.kctcs.edu/Students/Costs_and_Financial_Aid/Financial_Aid_Forms.aspx

REPEAT CLASS POLICY

KCTCS colleges will use the highest grade when calculating a student's GPA, but it must include the credits from all attempts when calculating maximum time frame (MTF).

ADDITIONAL INFORMATION

1. Student Aid will not be provided for:
 - Courses taken by audit
 - Credit hours earned by placement tests
 - Non-credit course work
2. All transfer hours will count in the attempted hours

3. Grades in legacy software systems (before Peoplesoft) will be used as recorded and reflected on the student's academic transcript.
4. If the student receives a change in a grade for a class he/she must report this to their local Student Financial Aid office in writing for the change to be evaluated into the student's financial aid eligibility record.
5. Developmental remedial course work may receive funding up to a maximum of 30 credit hours according to federal regulations.
6. Dual Enrollment Agreements (also known as Consortium Agreements) allow a student to receive funds for classes taken at more than one college outside KCTCS colleges. These forms are to be completed by the student and the student's "visiting" college and submitted to their local KCTCS home college (*where financial aid funds are received; usually the college from which the student plans to graduate*). Classes taken at a visiting college (whether at KCTCS colleges or outside KCTCS colleges) must count toward the student's graduation from their awarding college.
7. If a student is admitted "conditionally" she/he may receive student aid for one semester only. No additional aid may be awarded until the student completes an admission file.

KCTCS is an equal opportunity employer and education institution