

## **Policy: 2.06**

### **Satisfactory Academic Progress**

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#### **Purpose**

Federal and state law requires that a recipient of state or federal financial aid make Satisfactory Academic Progress (SAP) towards earning a certificate or associates degree to remain eligible for financial assistance through federal and state funding.

#### **Definitions**

**Financial Aid Warning:** Students who are deficient in either percentage of hours completed and/or cumulative grade points average will automatically be placed on Financial Aid Warning for the next enrollment period. During the next enrollment period the student may continue to receive financial assistance during the warning period. No appeal or other action is required. At the end of a warning semester the student's academic progress will be reviewed again. At that time, one of the following actions will occur:

1. If standards have been met, the student will be reinstated back to Satisfactory Academic Progress standing.
2. If the student is not yet meeting the minimum standards of progress but did complete a minimum of sixty-six percent (66%) of all attempted hours for the enrollment period with grades of "C" or above, the "warning" status will continue for the next enrollment period.
3. If neither of the preceding terms is met, the student will be placed on Financial Aid Exclusion.

**Financial Aid Exclusion:** Students on exclusion may not receive any additional federal aid (Pell Grant, FSEOG, Federal Work-Study or Federal Direct Loans) to attend KCKCC. Continuation of coursework at KCKCC will be at the expense of the student. All federal aid awarded to the student will be cancelled. Students on Financial Aid Exclusion will be denied federal financial assistance at KCKCC until one of the following occurs:

1. The student meets the minimum standards of satisfactory progress after transfer credit hours are posted on the student's academic record. The student must contact the Student Financial Aid Office with a written request to review academic progress after transfer credit has been posted.
2. The student completes all attempted hours (minimum of 6 hours), which the student pays for and earns a grade of "C" or better, with a cumulative GPA of at least 2.0. The student should contact the Student Financial Aid Office with a written request to review academic progress.
3. The student files an appeal and the appeal is approved. Students with an approved appeal will be placed on a Financial Aid Probation status.

## Policy Statement

All recipients of federal financial aid programs which include Federal Pell and SEOG Grants, Federal Direct Loans and Federal Work-Study funds are subject to these standards for renewal of financial aid eligibility. To comply with this regulation, KCKCC has established the following standards of Satisfactory Academic Progress.

## Financial Aid Programs

**Federal/State:** The College will seek participation in federal and state student aid programs that are available to two-year public institutions. The College will comply with all regulations which govern the various programs.

## Satisfactory Academic Progress

Satisfactory Academic Progress evaluation is based on reviewing all KCKCC and transfer credit hours as it appears on the student's official academic transcript at the time of the review. Progress will be reviewed at the end of each enrollment period (fall, spring and summer) in which the student received federal financial aid. The minimum standards of satisfactory academic progress are evaluated using the following criteria:

- **Grade Point Average (GPA): 2.0 minimum**  
Students must maintain a minimum 2.0 cumulative GPA based on the total number of credit hours attempted. KCKCC and transfer hours are considered.
- **Percentage of Completion: Sixty-six percent minimum (66%)**  
Students must successfully complete 66% of all credit hours attempted as listed on the student's academic transcript at KCKCC. Grades of A, B, C, D, P, CR will be considered as successful completion of coursework. Remedial coursework will also be included in the hours counted as attempted.

Courses in which students receive a grade of "F", "I", "W", "WA" or "MP" will be counted as hours attempted, but not completed. Of these grades, the "F" is the only one included in the calculation of the cumulative GPA. If course work is not completed within a year's time, the grade of "I" will change to a grade of "F".

- **Credit Hour Limit: Ninety-seven (97) attempted hours maximum**  
Students who have attempted more than 97 credit hours (including KCKCC and transfer credit hours) will not be eligible to receive federal financial aid. This includes all enrollment periods whether or not federal aid was requested or received. Students reaching this maximum attempted credit hour total **will not be given a "warning" semester** to continue to receive federal financial aid.

Board Approved: 12/15/2020

## **Procedure: 2.06A**

### **Financial Aid Satisfactory Academic Progress Procedure**

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#### **Purpose**

Students may appeal any decision by the College that could cause them to lose their eligibility for financial assistance. The student must submit a Financial Aid Satisfactory Academic progress appeal in writing to the KCKCC Student Financial Aid Office by the posted deadlines.

#### **Exclusion Appeal Process**

The Satisfactory Academic Progress Appeal form is available at the KCKCC Student Financial Aid Office, Leavenworth Pioneer Career Center or Technical Education Center and is available on MyDotte.

The Satisfactory Academic Progress Appeal form must include a statement from the student articulating the unusual circumstances which have affected the student's academic performance and any other supporting documentation. Additionally, the Satisfactory Academic Appeal form must include a signature from a student success advisor/academic advisor and a copy of the student's degree audit.

Appeals must be submitted to the KCKCC Student Financial Aid Office prior to the deadline date printed on the appeal form. Appeals are reviewed by the KCKCC Satisfactory Academic Progress Appeal Committee. If the appeal is approved, the student's financial aid status will be changed to a "probation" status. Students on "probation" may receive federal student aid for their next enrollment period. The decision of the KCKCC Satisfactory Academic Progress Appeal Committee is final. If the appeal is denied, the student will remain ineligible for federal financial aid.

#### **Probationary Status**

During a "Financial Aid Probation" semester the student must comply with the specific terms and conditions that the KCKCC Satisfactory Academic Progress Appeal Committee mandated as a condition of an approved appeal. Federal aid may be received during this semester.

At the conclusion of a "probation" semester, the student must complete all enrolled credit hours with grades of "C" or better or be meeting the requirements of the student's academic plan in order to qualify for further federal financial aid. Students meeting these standards will be placed on a "Financial Aid Warning" status and continue to be eligible to receive federal financial aid.

Students who do not meet standards during a "probation" semester will no longer be eligible to receive federal financial aid at KCKCC. An appeal will not be considered.

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