

# Satisfactory Academic Progress Policy (SAP)

Effective Fall 2011

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All students receiving financial aid from federal and state sources must be making satisfactory academic progress at Kellogg Community College. Students shall be monitored for satisfactory academic progress at the end of each semester (Fall, Spring, and Summer) for which they receive financial aid. There are 3 components that all students must be able to meet when evaluated; pace of progression, GPA, and maximum time frame measures. The standards are established to ensure that students are progressing towards an educational objective and complete a degree within a reasonable time frame. If the standards are not met, students are not eligible for federal and state financial aid. Students are notified of their SAP status through their Kellogg Community College Email account. (Students who are meeting the SAP requirements will not receive notification.)

**The standards of Satisfactory Academic Progress include the following components:**

- Complete minimum cumulative credit hours attempted - including all transfer credits. (*Pace of Progression Measure*)
- Maintain a minimum cumulative grade point average. (*GPA Measure*)
- Complete less than 150% total cumulative credits required for program degree of record- including all transfer credits. (*Maximum Time Frame*)

## **Grades**

All F, W, I, NR and N grades will be considered as credits attempted, but not completed. Transfer, remedial, ESL and repeated courses will be counted in both attempted and completed credits. Credit hours taken for an audit grade of "X" are not included in determining enrollment status for financial aid disbursement or satisfactory academic progress.

## **Pace of Progression Measure**

Students must complete a percentage of their attempted credits. This percentage will be cumulative and based on attempted credit hours (see below). Students who have attempted less than 13 credits will be exempt from this calculation.

<b>Credit Hours Attempted</b>	<b>Minimum Percentage Needed</b>
13-23	50%
24-47	60%
48 or more	67%

*To figure completion rate divide completed credits by attempted credits*

Attempted credits include all college level credits, developmental, ESL, customized training, and all credit hours transferred from other institutions. Attempted but not completed grades are listed under “Grades” section.

**GPA Measure**

Students must achieve a required minimum GPA. This required minimum GPA will be graduated based on the number of credits that the student has attempted and is listed below. Students who have attempted less than 13 credits will be exempt from this calculation.

All credits including developmental, ESL, customized training, and all transfer and college level courses will be counted to determine the credit hours.

<b>Credit Hours Attempted</b>	<b>Minimum Cumulative GPA</b>
13-23	1.6
24-47	1.70
48 or more	2.0

**Maximum Time Frame**

Students may not receive Federal and State Financial Aid for attempted credits in excess of 150% of the credits required for graduation (refer to College Catalog for specific programs). Students who have attempted more than 150% of the maximum credits required for graduation of program degree of record are not making satisfactory academic progress.

All, college level credits, developmental, ESL, customized training, transfer credits, and repeat courses will be included in the maximum timeframe calculation.

Once it has been determined that a student will not be able to graduate within this timeframe they will no longer be making satisfactory academic progress resulting in ineligibility for federal and state aid.

For example if a student’s degree requires 64 credits, they must complete their program within 96 credits. Once a student has attempted 96 or more credits, they are no longer eligible for financial aid at Kellogg Community College.

### Examples

Program Type	Total Credit hours Required	Maximum Attempted Hours Allowed for Aid Eligibility
Associate in Applied Science (AAS)	62	93
Associate in Arts (AA)	62	93
Accounting Certificate	24	36

*(See College Catalog for credit and degree specific requirements)*

## Results of SAP

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### **Financial Aid Warning**

A student who is not making Satisfactory Academic Progress after one semester will be placed for the following semester on a status of “Warning”. During this time a student may continue to receive Federal and State Financial Aid.

A student who is not making Satisfactory Academic Progress after a semester on “Warning” status will be placed on Financial Aid Suspension and not eligible to receive Federal or State Financial Aid.

A student with a “Warning” status is encouraged to seek additional services from the Academic Support Department if they had issues related to their academics. Students who experienced personal issues that resulted in their inability to meet SAP are encouraged to talk with a College Counselor so they may continue to receive aid and avoid Financial Aid “Suspension”.

### **Appeals for Suspension Status**

Students have the right to appeal for continued eligibility if they have not met the Pace/Completion or the GPA measures. Students who have exceeded the maximum timeframe may only appeal if they are pursuing a second degree by providing explanation for the need of an additional degree or are within a reasonable timeframe of graduation.

Appeals must provide (1) an explanation of the circumstances beyond a student’s control that contributed to the student’s failure to meet the minimum academic progress standards and (2) what corrective action has been taken to prohibit this from happening in the future. Appeals will be accepted and processed on a rolling basis. If an appeal is received after the appeal processing deadline it will be considered for the next semester. Students are notified of the appeal decision through their Kellogg Community College Email account.

Appeal processing deadlines are:

Fall – November 2<sup>nd</sup>

Spring – April 2<sup>nd</sup>

Summer – June 15<sup>th</sup>

Examples of situations considered beyond a person's control may include, but not limited to:

- Serious illness or injury to student that required extended recovery time or significant improvement
- Death or serious illness of an immediate family member
- Significant trauma in student's life that impaired the student's emotional and /or physical health
- Other documented situations

### **Probation**

A student whose appeal has been granted will receive one of three probationary statuses.

1. *Probation 1* – Student is close to meeting the minimal standards and may only need one semester to do so.
2. *Probation 2* - Student needs more than one semester and will be required to meet with an Academic Advisor to develop an Academic Plan and submit to the Financial aid Office. As long as the student is meeting the terms of the plan they will continue on this status until able to meet SAP. Failure to meet the terms of the plan will result in a suspension status and removal of Federal and State Financial Aid.
3. *Max Probation* – Student is on suspension because of “Maximum Timeframe” and will be required to meet with an Academic Advisor to develop an Academic Plan and submit to the Financial Aid Office. As long as the student is meeting the terms of the plan they will continue on this status until able to graduate. Failure to meet the terms of the plan will result in a suspension status and removal of Federal and State Financial Aid with no further appeals allowed.