

Satisfactory Academic Progress (SAP) Standards for Financial Aid Recipients

To be eligible for financial aid, students must be making "Satisfactory Academic Progress" (SAP) toward the completion of their eligible certificate or associate degree program. The following standards apply to all students receiving assistance from any financial assistance program requiring a determination of Satisfactory Academic Progress as criteria for eligibility. Private funded programs may require different progress standards. Refer to appropriate program guidelines or consult with Financial Aid Office staff.

The Financial Aid Office will monitor your academic progress at the end of each semester. All course work posted to your Kalamazoo Valley transcript will be reviewed. This includes all classes attempted at Kalamazoo Valley and all transfer credits. **This also includes course work attempted when no financial aid was received.** To maintain eligibility for financial aid, three distinct criteria are monitored and must be met. (Please note: academic credit must be earned each semester).

1. **Qualitative Standard:** Students must maintain a 2.0 cumulative grade point average (GPA).
2. **Quantitative Standard:** Students must pass a minimum of 67% of all attempted credits at Kalamazoo Valley (including transfer credits). The chart below is an **example** of how the credit hours attempted each semester are measured to determine completion rate - Pace of Progression.

To stay on pace for an Associate Degree, you cannot withdraw or fail more than 31 credit hours. For a Certificate, you cannot withdraw or fail more than 16 credit hours. The following chart shows how many credits need to be completed, based on attempted credit hours to keep pace towards the completion of your degree.

*** Overall attempted credit hours at Kalamazoo Valley as well as transfer credits (even if no financial aid was received)**

Total Attempted Credit Hours *	Completed credit hours required to keep pace	Total Attempted Credit Hours *	Completed credit hours required to keep pace	Total Attempted Credit Hours *	Completed credit hours required to keep pace	Total Attempted Credit Hours *	Completed credit hours required to keep pace	Total Attempted Credit Hours *	Completed credit hours required to keep pace
1	1	20	14	39	26	58	39	77	52
2	1	21	14	40	27	59	40	78	52
3	2	22	15	41	28	60	40	79	53
4	3	23	16	42	28	61	41	80	54
5	4	24	16	43	29	62	42	81	54
6	4	25	17	44	30	63	42	82	55
7	5	26	18	45	30	64	43	83	56
8	6	27	18	46	31	65	44	84	56
9	6	28	19	47	32	66	44	85	57
10	7	29	20	48	32	67	45	86	58
11	8	30	20	49	33	68	46	87	58
12	8	31	21	50	34	69	46	88	59
13	9	32	22	51	34	70	47	89	60
14	10	33	22	52	35	71	48	90	60
15	10	34	23	53	36	72	48	91	61
16	11	35	24	54	36	73	49	92	62
17	12	36	24	55	37	74	50	93	62
18	12	37	25	56	38	75	50		
19	13	38	26	57	38	76	51		

3. **Maximum Time Frame Standard:** The number of **attempted credits** in which a student is expected to finish a program cannot exceed 150% of the published length of the program, which is 93 credits for an associate degree or 47 credits for certificate programs. Total credit hour limits apply whether or not the student has actually received financial aid for the entire time at Kalamazoo Valley. **Transfer credits from previous schools count toward credit hour limits.** Students exceeding these credit hour maximums will not be eligible for additional semesters of financial aid. This maximum time-frame standard is intended to be long enough to allow for changes in a major, loss of credit due to transfer, withdrawn coursework, etc.

Additional Standards of Academic Progress Requirements and Information:

- Students will be suspended from financial aid if they don't demonstrate any academic progress by completing at least one course with a passing grade (1.0 or greater) during the semester, regardless if they have completed 67% of their attempted courses and have a 2.0 GPA.
- Students must be enrolled in an eligible academic degree or certificate program (Unclassified, COA, and PAC programs are not eligible)
- Attempted credit hours include all courses for which a student is registered at the end of the posted semester drop/add period.
- The following grades are used to calculate the cumulative GPA: 4.0, 3.5, 3.0, 2.5, 2.0, 1.5, 1.0, 0.0, CR, and NC.
- The following grades do not affect the cumulative GPA, but will be counted as attempted credit hours in the maximum time frame calculation:
W - withdrawal, V – audit, I – incomplete.
- Remedial and Repeat courses are eligible for financial aid as long as the courses are required by the student's academic program plan, or are approved by an academic counselor and do not exceed the maximum number of credits allowed, and the student is otherwise maintaining Satisfactory Academic Progress, including the maximum time-frame measure standard.
- **Repeating a course** - A student may only repeat a previously passed course once and receive financial aid. Student may repeat a failed course until it is passed. Repeated credits count toward maximum time frame. If a student is repeating a course and has earned a lower grade than the prior attempt, this will not count as a passed course for financial aid. If student is repeating coursework and receives a higher grade than their previous attempt, the prior attempt does not affect their cumulative GPA, but will be counted as attempted credit hours in the maximum time frame/pace calculation.
- **Remedial coursework** – may be excluded based on submitting an appeal form that has been approved
- Students wishing to change their academic program may be allowed additional credits to complete a new academic program upon appeal by the student. Credits attempted and grades earned that do not count toward the new program may not be counted towards the maximum time frame. Changing of an academic program more than once may not be considered as the basis for an appeal.
- Only courses applicable to the student's academic program are considered to be financial aid eligible, and making up classes should be part of student's academic program. Students should only be pursuing one program of study at a time.

Categories of Continuing Financial Aid Eligibility

Your continued eligibility for financial aid will be determined by your academic progress. At the end of each semester, you will be placed into one of the following categories:

1. **Satisfactory Progress (Good Standing)** - A student maintaining all Satisfactory Academic Progress Standards.
2. **Warning** - A student is placed on one semester of financial aid warning if s/he fails to maintain all criteria set forth by the Satisfactory Academic Progress Standards **and demonstrates some academic progress by completing at least one course with a passing grade during the semester.**

During the warning semester, the student is eligible to receive financial aid as awarded. Performance during the warning semester determines subsequent action. If aid recipient completes a minimum of 67% of all credit hours attempted and has maintained a minimum 2.0 cumulative GPA, recipient will be returned to good standing. If recipient fails to satisfy minimum standards, the recipient will be placed on financial aid suspension.

3. **Suspension** - A financial aid recipient is suspended from financial aid in either of two situations:
 - A. When a student does not demonstrate any academic progress by completing at least one course with a passing grade (1.0 or greater) during the semester.
 - B. When a student on Financial Aid Warning fails to complete a minimum of 67% of all credit hours attempted and/or does not establish a cumulative 2.0 GPA.

If a student does not demonstrate any academic progress by completing at least one course with a passing grade (1.0 or greater) during the semester, and does not have reason to appeal, student will be required to complete and pass either 3, 6, or 12 credit hours with a minimum 2.0 in each class. A financial aid advisor will determine how many credits will be required for the student to complete. Upon completion of the minimum credit hour requirement, GPA requirement, and processing of the request for appeal, the student may be eligible for financial aid based on following a financial aid academic plan developed specifically for the student.

If a student does not complete 67% of all credit hours attempted and/or does not establish a cumulative 2.0 GPA, the student will be required to complete, **at Kalamazoo Valley**, 1 – 6 credit hours with a minimum 2.0 in each class.. A financial aid advisor will determine how many credits will be required for the student to complete. Upon completion of the minimum credit hour requirement, GPA requirement, and processing of the request for appeal, the student may be eligible for financial aid based on probation or following a financial aid academic plan developed specifically for the student.

In order to be reinstated **to a status eligible for financial aid**, student must initiate the appeal process (refer to KVCC Financial Aid Appeal Process) to have their suspension status reviewed for a status change.

All students on suspension must pay for school-related costs, including tuition, fees, and books from personal resources until SAP standards are again met. If you are able to meet SAP standards at the end of a semester of enrollment, you will need to complete a SAP Appeal Form to request consideration for financial aid in a subsequent semester.

Financial Aid Appeal Process

A student who does not meet the eligibility requirements due to special or extenuating circumstances may appeal. All appeals must be completed using the SAP Appeal Form that may be found on our website under Download Forms (www.kvcc.edu/finaid), and must state the following:

1. Explain the circumstances that caused you to not meet satisfactory academic progress standards – the circumstance must be significant in nature, and must have occurred during the semester progress was not met.
2. Describe what has changed to enable you to now satisfy satisfactory academic progress standards.
3. Submit third party documentation to support your appeal (ex: medical documents, letter from therapist, law enforcement official, etc). This documentation must be specific and support your reason for not making progress. This documentation must be on official letterhead, signed and dated.
4. Meet with an academic counselor to develop a program plan which counselor will need to sign and date, indicating those remaining courses needed to complete your program of study. This program plan must be submitted with your appeal.

Note: In some cases you may be required to meet with an academic counselor to develop a Student Success Plan.

Deadline to submit a SAP appeal or FAAP Review Form:

Fall semester - October 1st Winter semester – March 1st Summer semester- July 1st

Reinstatement of Financial Aid Eligibility


If an appeal is approved for you, financial aid may be awarded using one of the following options:

1. **Probation Status** – Student must have the ability to earn a 2.0 cumulative GPA and a 67% Pace of Progression. Student must meet satisfactory academic progress by the end of the semester.
2. **Financial Aid Academic Plan (FAAP)** – Student must meet the terms of their individual FAAP and **enroll for only those classes listed on their program plan signed by an academic counselor**. Any classes for which you register that are not listed on your program plan may result in financial aid being cancelled for **those classes not required for your program of study**. Student must earn a 2.0 semester GPA and complete 67% of classes attempted for that semester.

Financial aid eligibility may be reinstated if an attempted credit hour deficiency has been cleared. To clear-up an attempted credit hour deficiency, students could have a grade change, complete coursework for an incomplete or pass greater than 67% of all future attempted credit hours. Students will need to complete a SAP Appeal Form to notify the Financial Aid Office for a review of their status.

Academic Progress Standards for Clock-Hour Based Programs and Academies – All clock hour programs and academies are divided into payment periods. Progress is monitored at the end of each payment period. Students who successfully complete a payment period continue in good standing. Students who fail to successfully complete a payment period are placed on financial aid warning for the next payment period for which they receive financial aid. Students who fail to successfully complete a second payment period are placed on financial aid suspension. These students may re-apply for financial aid when they have met the minimum standards for at least one full payment period prior to the period for which they are applying for reinstatement. Students on financial aid warning status that enroll in credit hour classes will be measured according to the credit hour based Standards of Progress policy.

Please log in to your My Valley account to check your financial aid eligibility.

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