

Kalamazoo**VALLEY**[™] community college

Satisfactory Academic Progress (SAP) Standards for Financial Aid Recipients

To be eligible for financial aid, students must make “Satisfactory Academic Progress” (SAP) toward completing 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 the appropriate program guidelines or consult with the Student Financial Services Office staff.

The Student Financial Services Office will monitor your academic progress at the end of each semester. All coursework posted to your Kalamazoo Valley transcript will be reviewed. This includes all classes attempted at Kalamazoo Valley and all transfer credits. **This also includes coursework attempted when no financial aid was received.** To maintain eligibility for financial aid, three distinct criteria are monitored and must be met.

KVCC Satisfactory Academic Progress Standards

1. **Qualitative Standard: Grade Point Average (GPA)**

Students must maintain a minimum 2.0 cumulative grade point average (GPA).

2. **Quantitative Standard: Completion Rate (Pace of Progression)**

Students must successfully complete at least 67% of all cumulative credit hours attempted, including all grades (A, B, C, D, F, W, I, etc.). The completion rate is calculated as follows:

Completion Rate = Total Hours Earned / Total Hours Attempted

- Earned Hours: Credit hours in which a student receives a passing grade (1.0 – 4.0).
- Attempted Hours: Total hours the student has enrolled in, including those in which they earned a non-passing grade (0.0, W, I, etc.).

You cannot withdraw or fail more than 31 credit hours to stay on pace for an Associate Degree, and no more than 16 credits for a certificate.

3. **Maximum Time Frame Standard: Financial aid eligibility is limited to a maximum timeframe of 150% of the published length of the student's program of study.** For example: If a student is enrolled in a program that requires 62 credit hours for completion, the maximum number of credit hours for which the student can receive aid is 93 credit hours (62 x 150%).

Total credit hour limits apply whether or not the student has received financial aid for the entire time at Kalamazoo Valley. **Transfer credits from previous schools and credits from prior learning 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 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.
- 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, C-Credit, NC-No Credit
- **Remedial and Repeat courses** are eligible for financial aid as long as the student's academic program plan requires the courses, or are approved by an academic counselor, 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 the 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 the 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.
- Only courses applicable to the student's academic program are considered to be financial aid eligible, and making up classes should be part of the student's academic program. Students should only be pursuing one program of study at a time.

Categories of Continuing Financial Aid Eligibility

Your academic progress will determine your continued eligibility for financial aid. You can view financial aid eligibility status by logging in to your My Valley/Financial Aid Self-Service portal. At the end of each semester, you will be placed into one of the following categories:

1. **Good Standing:** The student is maintaining all Satisfactory Academic Progress Standards.
2. **Warning:** The student is not meeting the SAP standards, or is meeting standards but did not complete at least 1 credit hour for the semester, will be placed on a warning period for one term. Students may continue to receive financial aid. However, if they do not meet SAP standards by the end of the warning period, they will be placed on Financial Aid Suspension and will no longer be eligible for financial aid until they meet the SAP standards.

3. **Suspension:** The student is suspended from financial aid in any or all of the following situations:
 - a. When a student on Financial Aid Warning does not meet SAP standards by the end of the warning period.
 - b. When a student is meeting SAP standards, but is on Financial Aid Warning and fails to complete at least one credit hour for their second consecutive semester
 - c. When a student on a Financial Aid Academic Plan has failed to meet the terms of their academic plan.
4. **Maximum Timeframe:** The student is suspended from financial aid in any or all of the following situations:
 - a. When a student attempts over 150% of their published program length and is not eligible to receive any financial aid for future terms.
 - b. When a student on a Maximum Timeframe Academic Plan has failed to meet the terms of their academic plan.
5. **Financial Aid Academic Plan:** The student had an appeal approved and is eligible to receive financial aid to increase their GPA and/or completion rate to the minimum standards over multiple consecutive terms. Failing to complete all courses with a minimum 2.0 GPA each term or changing their academic program will terminate their Financial Aid Academic Plan.
6. **Maximum Time Frame Academic Plan:** The student had an appeal approved, but cannot complete their program within 150% of the published length. The student can receive financial aid to work toward completing their program. Failing to complete all courses with a minimum 2.0 GPA each term or changing their academic program will terminate their Financial Aid Academic Plan.

All students on Suspension or Maximum Time Frame must pay for school-related costs, including tuition, fees, and books from personal or other eligible resources until SAP standards are again met. If you experienced an extenuating circumstance that led to your ineligible SAP status, you may submit 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 located on our website under "Download Forms" (www.kvcc.edu/finaid) and must follow the process below.

1. The SAP appeal form must explain the circumstances that caused you not to meet satisfactory academic progress standards – the circumstances must be significant in nature and must demonstrate how the circumstance affected your success in the course(s).
2. Describe what has changed to enable you to successfully complete your courses and meet satisfactory academic progress standards, including resources you have used or will use going forward.
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, or it must show that it comes from a verifiable electronic source (i.e. medical electronic "MyChart" information; direct email from the third party, which uses their professional email address which show their credentials, etc.)
4. Supply a copy of your current Program Plan from your DegreeWorks available under Student Links in your My Valley account or a signed copy of the program plan from an Academic Counselor or Advisor. The program plan indicates the remaining courses needed to complete your program of study. This program plan must be submitted with your appeal and will be used to determine the length of your academic plan if necessary. It is recommended you speak with an Academic Advisor or Counselor regarding your academic situation. In some cases, you may be required to meet with an academic counselor to develop your Academic Plan as part of the appeal process.

Note: Students appealing their SAP status may not appeal under the "Undecided" program of study, which is not a conferred/earnable degree. These appeals are subject to automatic denial.

Recommended deadline to submit a SAP Appeal Form:

Fall semester - October 1st Winter semester – February 1st Summer semester- June 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:** The student will be able to meet pace and GPA Satisfactory Academic Progress standards after one semester.
2. **Financial Aid Academic Plan (FAAP):** The student must meet their individual academic plan terms and **enroll for only those classes listed on their program plan**. Any classes you register for that are not listed on your program plan may result in termination of your FAAP, reverting the student to a Suspension status.
3. **Maximum Timeframe Academic Plan (MTAP):** The student must meet their individual academic plan terms and **enroll for only those classes listed on their program plan**. Any classes you register for that are not listed on your program plan may result in termination of your FAAP and reverting to a Suspension status.

Financial aid eligibility may be reinstated if a student is in Good Standing after completing coursework. It is also possible that a student can be placed in "Good" standing upon approval of their appeal if all other SAP requirements are met.

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 all credit hours scheduled in a payment period continue in good standing. Students in clock-hour programs who fail to make SAP may appeal based on the same criteria listed in the Financial Aid Appeal Process section.