

## 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 Student Financial Services Office staff.

The Student Financial Services 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).  
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.
- 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time-frame standard is intended to be long enough to allow for changes in a major, loss of credit due to transfer, withdrawn coursework, etc.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.
- 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 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.
- 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. 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 who do not have reason to appeal may be able to show they can be academically successful by completing coursework at KVCC and receiving a 2.0 or above in this coursework. After completing this coursework, students can file a SAP appeal. 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**, between 1 and 6 credit hours with a minimum 2.0 grade 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](http://www.kvcc.edu/finaid)) and must follow the process below.

1. The SAP appeal form must explain the circumstances that caused you to not meet satisfactory academic progress standards – the circumstance must be significant in nature and must be able to demonstrate how the circumstance affected their success in the course(s).
2. Describe what has changed to enable you to now satisfy satisfactory academic progress standards as well the resources that 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 those 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.

Note: It is recommended that you speak with an Academic Counselor or Advisor regarding your academic situation, and in some cases you may be required to meet with an academic counselor to develop a Student Success Plan as a part of the appeal process.

**Recommended deadline to submit a SAP appeal or FAAP Review Form:**

Fall semester - October 1<sup>st</sup>    Winter semester – February 1<sup>st</sup>    Summer semester- June 1<sup>st</sup>

**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 meet Pace and GPA satisfactory academic requirements after one 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**. 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 is encouraged to seek approval from the Student Financial Services Office before taking classes not in their program of study, which will be reviewed on a case by case basis.

Financial aid eligibility may be reinstated if after completion of coursework a student is in overall Good Standing. It is also possible that a student can be placed in Good standing upon approval of their appeal if all other requirements of SAP are met. Students will need to complete the SAP Appeal process to notify the Student Financial Services 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 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 same criteria listed in Financial Aid Appeal Process section.

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