



# Satisfactory Academic Progress Standards (SAP)

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The Higher Education Act mandates institutions of higher education to establish minimum standards of “satisfactory academic progress” for students receiving financial assistance. This means that a student must make progress toward obtainment of an appropriate degree during each term that the student is enrolled. These standards are applicable to all federal, state, and institutional aid programs administered by Kentucky Christian University.

At Kentucky Christian University, in order to continue to receive financial aid, a student must demonstrate satisfactory academic progress by completing a minimum percentage of the total hours attempted, and also by maintaining a minimum grade point average. KCU’s satisfactory academic progress policy is as follows:

## **Undergraduates**

Undergraduate students will be considered to be making satisfactory academic progress for financial aid purposes as long as the following requirements are met:

1. A student must successfully complete a minimum of 80% of the cumulative credit hours attempted during each year of enrollment. Successful completion for this purpose is defined as receiving a grade of “D” or better.
2. If one year has been completed; a student must have at least a 1.85 cumulative GPA.  
  
If two years through six years have been completed; a student must have at least a 2.00 cumulative GPA.
3. A student has attempted no more than 150% of the time required or a maximum of six years for their current academic program.
4. You have not attempted more than 180 credit hours when your degree program requires 120 hours or you have not exceeded 150% of the hours for an undergraduate degree with more than 120 credit hours required.

## **Graduates**

Graduate students will be considered to be making satisfactory academic progress for financial aid purposes as long as the following requirements are met:

1. A student must successfully complete a minimum of 80% of the cumulative credit hours attempted during each year of enrollment. Successful completion for this purpose is defined as receiving a grade of “D” or better.
2. If one year has been completed; a student must have at least a 2.60 cumulative GPA.  
  
If two years through four years have been completed; a student must have at least a 3.00 cumulative GPA.
3. A student has attempted no more than 150% of the time required or a maximum of four years for their current graduate program.
4. You have not attempted more than 45 credit hours when your degree program requires 30 hours or you have not exceeded 150% of the hours for a graduate degree with more than 30 credit hours required.

## Policies and Procedures

The specific policies and procedures to be used in applying the satisfactory progress standards are outlined below.

1. Satisfactory progress will be evaluated at the end of each Spring Semester.
2. Hours attempted for purposes of this policy will be defined as those for which a student receives a grade of A, B, C, D, E, F, I, IP, P, R, S, U, NC, NG, WP, WF, or BR. Transfer hours accepted will be considered in calculating the total number of hours attempted.
3. For undergraduate students, grades of E, F, I, IP, R, U, NC, NG, WP, WF, or BR will not qualify as successful completion of hours attempted.
4. Cumulative GPA will be calculated based on the attempted and completed policies above.
5. Remedial courses, courses taken for audit, and courses in which grades of NC, NG, P, S, U, WP, WF, or BR are received are not figured in the calculation of a student's grade point average.
6. Withdrawing from classes at any point after the drop/add period will be considered attempted hours and will have a negative impact on the student's completion rate or pace as well as future financial aid.
7. If otherwise eligible, students will be awarded financial aid during a term in which they may be repeating a course.
8. A student who failed to maintain satisfactory progress as defined will not be permitted to receive federal, state, or institutional financial aid.

### Sample Cumulative Credit Hour Completion Rate (PACE)

	Fall Semester	Spring Semester	Total Attempted	Must Earn at Least
1st Year	13	15	28	22
2nd Year	15	13	56	44
3rd Year	15	15	86	68
4th Year	18	15	119	95
5th Year	18	15	152	121

## Procedures For Appeal For Students Who Fail To Maintain Satisfactory Progress Standards

Students who fail to meet satisfactory progress standards as defined may appeal the ruling to the Office of Financial Aid if they believe extenuating circumstances led to their failure to maintain satisfactory progress. Those desiring to appeal must do so in writing and must explain why they failed to make SAP and what has changed to allow the student to demonstrate SAP as well as attach a copy of their complete unofficial transcript. Students will be notified, in writing, of the action taken on their appeal. If the student's appeal is approved they will be considered to be on Financial Aid probation with their eligibility being reinstated for one semester.

## Reinstatement of Financial Aid Eligibility

Should a student's financial aid eligibility be terminated for failure to maintain satisfactory progress as defined, the eligibility for financial aid will not be reinstated until the student enrolls for a subsequent academic term (fall, spring, or summer term) at his or her own expense and completes the term satisfying the satisfactory progress definition at full time enrollment. The student should then file an appeal with the Office of Financial Aid, explaining that they have completed a subsequent term at their own expense.

Financial aid eligibility will be reinstated immediately for all students whose appeals are approved.