



## 2023-2024 KISHWAUKEE COLLEGE FINANCIAL AID ELIGIBILITY AND SATISFACTORY ACADEMIC PROGRESS AND REQUIREMENTS (SAP)

All students applying for and receiving funds from federal and state financial aid, loans, grants, work study, etc., must maintain satisfactory academic progress. Students' academic progress is measured in the following three ways:

### 1. COMPLETION RATE REQUIREMENT – PROGRESS TOWARD DEGREE (PACE)

Students must complete, with a passing grade, **at least 67% of ALL** credit hours attempted, including any transfer credits.

**Passing grades are: A, B, C, D, P, S. THESE GRADES COUNT AS CREDIT HOURS ATTEMPTED AND COMPLETED.**

**Grades of F, U, NC (NO CREDIT), I (INCOMPLETE), W (WITHDRAWAL) count as credit hours ATTEMPTED and NOT COMPLETED.**

**NOTE:** For financial aid purposes, the Course Completion Rate and GPA is calculated using **ALL** less than 100 level (i.e. MAT 085), 100 level, and 200 level credit classes.

### 2. CUMULATIVE GRADEPOINT AVERAGE REQUIREMENT

Students must maintain a cumulative grade point average (GPA) of 2.0 on all credit courses to remain in Good Standing and receive financial aid.

### FINANCIAL AID WARNING STATUS

Students continue to receive financial aid for one more term while on Financial Aid Warning Status if their cumulative GPA **OR** Completion Rate fall below the minimum stated above. At the end of the Warning semester students must have a minimum cumulative 2.0 GPA and a 67% or higher completion rate to continue to receive financial aid. Please see the Appeal section of this policy for information for students with unusual circumstances.

### REINSTATEMENT

A student who has lost their financial aid due to unsatisfactory academic progress may regain eligibility when student is again meeting minimum SAP requirements.

### 3. MAXIMUM TIME REQUIREMENT

Students must complete their program of study before the total number of attempted hours exceeds **150% of the credits required to complete that academic program.**

**(Example:** a two year associate degree requires 64 credits,  $64 \times 150\% = 96$ , so after 96 hours have been attempted, the student would no longer be eligible for financial aid). All enrollments at Kishwaukee College (except Developmental Math and English classes) **and** transfer credits are considered, even if no financial aid was previously received.

### FREQUENCY OF SATISFACTORY ACADEMIC PROGRESS EVALUATION AND NOTIFICATION OF STATUS

**Students will be evaluated at the end of each semester:** summer, fall and spring. After each semester, students will be placed in the appropriate status and will be notified by their Kish e-mail if placed on Warning, Suspension or Maximum Time Frame Status. Students can check their Satisfactory Academic Progress status in myKC Self-Service, Financial Aid.

### APPEAL OF FINANCIAL AID SUSPENSION OR MAXIMUM TIMEFRAME STATUS

Students may appeal their eligibility for financial aid to the SAP Appeals Committee based on extenuating circumstances. **Pay close attention to the deadline for submitting an appeal.**

#### **Steps to appeal include:**

- Complete the appropriate [Financial Aid Appeal form](#).
- Attach sufficient documentation that supports the special circumstances that resulted in the suspension and/or maximum time frame status and how the circumstances have been resolved.
  - **Appeals submitted without documentation will be denied.**

If the appeal is approved, the student will be on Probation Status for one semester. After one semester, if the student is not back on Good Standing, they must submit another appeal for consideration to continue receiving financial aid.

Note: The SAP Appeals Committee meets monthly to review the appeals. Students are typically notified by their Kish email within one month of submission. The decision of the SAP Appeals Committee is final.

Use the below table as a guide to meet the minimum 67% completion rate requirement

**KEEP FOR YOUR REFERENCE**

Hours attempted	Minimum Hours to Complete	Hours attempted	Hours Completed	Hours attempted	Hours Completed
1	1	42	28	83	55
2	1	43	28	84	56
3	2	44	29	85	56
4	2	45	30	86	57
5	3	46	30	87	58
6	4	47	31	88	58
7	4	48	32	89	59
8	5	49	32	90	60
9	6	50	33	91	60
10	6	51	34	92	61
11	7	52	34	93	62
12	8	53	35	94	62
13	8	54	36	95	63
14	9	55	36	96	64
15	10	56	37	97	64
16	10	57	38	98	65
17	11	58	39	99	66
18	12	59	39	100	67
19	12	60	40		
20	13	61	40		
21	14	62	41		
22	14	63	42		
23	15	64	42		
24	16	65	43		
25	16	66	44		
26	17	67	44		
27	18	68	45		
28	18	69	46		
29	19	70	46		
30	20	71	47		
31	20	72	48		
32	21	73	48		
33	22	74	49		
34	22	75	50		
35	23	76	50		
36	24	77	51		
37	24	78	52		
38	25	79	52		
39	26	80	53		
40	26	81	54		
41	27	82	54		

A grade point average (GPA) will be calculated at the conclusion of each semester. The GPA includes all A-B-C-D-F grades complete to date, including courses numbered less than 100. If a course is repeated, only the grade of the final repetition will be computed in a student's GPA.

The GPA will be calculated based on a four point basis (F=0, D=1, C=2, B=3, and A=4) where the number of grade points for a specific letter grade is multiplied by the number of credit hours earned for that course.

For instance, the number of credit hours in which the student earned an A is multiplied by four (4) then added to the number of credit hours in which the student earned a B multiplied by three (3), etc. Finally, the total grade points are divided by the total credit hours for which a student received an A, B, C, D, or F