



SATISFACTORY ACADEMIC PROGRESS (SAP)
REQUIREMENTS FOR FINANCIAL AID RECIPIENTS
FOR KENTUCKY STATE UNIVERSITY

INTRODUCTION:

The Higher Education Act of 1965 as amended by Congress in 1976 mandates institutions of higher education to establish minimum standards of “Satisfactory Progress” for students receiving federally funded financial aid. This policy is consistent with the federal guidelines that identify both full-time and part-time students as being eligible for federally funded financial assistance

Satisfactory Academic Progress (SAP) ensures you are able to complete your academic program in a timely manner while achieving minimum academic standards. In an age of increasing accountability of the use of federal student aid funds (and other federal, state, and institutional funds), institutions and students must demonstrate financial aid funds are being used to assist students in completing their academic goals in the most efficient way.

Federal regulations mandate all students are required to maintain SAP toward a degree in order to receive financial assistance through Title IV federal financial aid (including, but not limited to, the Pell Grant, Subsidized and Unsubsidized Loan, Parent PLUS, Graduate/Professional PLUS, Federal Work-Study (FWS), Supplemental Educational Opportunity Grant (FSEOG), and TEACH Grant) and need-based state aid (such as the Kentucky CAP Grant) programs. You must meet the academic standards as outlined in the SAP policy. These standards are for financial aid purposes only and neither replaces nor overrides academic policies outlined by the University of Louisville. A current academic year FAFSA must be on file in order for SAP to be evaluated. Therefore, before an appeal is submitted, please ensure your FAFSA is complete. Complete your FAFSA here at www.studentaid.gov. The SAP policy applies to all undergraduate, graduate, and professional students.

POLICY AND PROCEDURES:

Satisfactory Academic Progress is based on three components:

1. Qualitative Progress (grade point average)
2. Quantitative Progress (hours earned)
3. Maximum Time Frame for Degree Completion

A student must maintain satisfactory progress in all three areas whether or not the student received financial aid in the past. Satisfactory progress standards are reviewed at the end of each semester for all students receiving Federal Student Aid. A student who fails to maintain satisfactory academic progress as defined will not be permitted to receive federal or institutional financial aid.

1. Qualitative Progress (GPA)

Degree Program	Minimum Cumulative GPA
Undergraduate Students	2.00
Graduate Students	3.00

2. Quantitative Progress (Earned Hours/ Completion Rate)

A student must successfully complete a minimum of 67% of the credit hours attempted at the career level pursued.

Example:

	Fall Semester	Spring Semester	Total Attempted (all years)	Must earn at least 67%
1 st Year	15 hours	15 hours	30 Hours	30 hours x 67% = 20 hours
2 nd Year	16 hours	16 hours	62 Hours	62 hours x 67% = 42 hours
3 rd Year	17 hours	17 hours	96 Hours	96 hours x 67% = 64 hours

- Earned Hours: A, B, C, D, Pass and Transfer Hours accepted by Kentucky State University
- Attempted Hours: All earned hours, plus W, F, MP, I (with exceptions listed under Other Information)

3. **Maximum Time Frame for Degree Completion**

All undergraduate and graduate students are expected to finish their program within a maximum time frame which cannot exceed 150% of the published length of their program. All attempted credit hours are considered toward the maximum time calculation, regardless of whether or not you received financial aid. Test, Transfer, and remedial/developmental hours are also included.

Example:

Program Hours Needed to Graduate	Total Attempted (all years)	Attempted x 150%	MTF SAP Standing
48 credit hours	Student A : 60 Hours	Meeting SAP < 72 hours	Meets SAP
66 credit hours	Student B : 90 Hours	Meeting SAP < 99 hours	Meets SAP
128 credit hours	Student C : 197 Hours	Meeting SAP < 192 hours	Not Meet SAP

OTHER INFORMATION:

- Accepted Transfer and Test Credits: Count as earned and attempted hours; are not factored into the student’s GPA calculation
- Repeat Courses: Courses count as attempted hours each time taken, regardless of whether federal financial aid is received. If the class is passed, it is also counted as earned hours.
 - If a student is using any of his or her repeat options offered through the Registrar’s Office, the initial enrollment in the course (the class which is being replaced) will be included as attempted hours and excluded from earned hours if previously passed (which impacts pace), and it will be excluded in the GPA calculation.
- Incomplete and Withdrawal Grades: Count as attempted hours; do not count as earned hours
- Audited/Non-Credit Courses: Excluded from all calculations and will not be considered when determining SAP status
- Credit by Exam Courses: Courses are counted as attempted hours, and if the course is passed, it is also counted as earned hours. If a student receives an A, B, C, D, or F grade for the course, it is factored into their GPA calculation.
- Remedial/Developmental Courses: Courses are counted as attempted hours, and if the course is passed, it is also counted as earned hours. If a student receives an A, B, C, D, or F grade for the course, it is factored into their GPA calculation. However, a separate qualitative analysis will be performed at the same time as the annual SAP evaluation to evaluate the quality of the student’s academic work in remedial/developmental courses.
- Academic Bankruptcy: Will impact a student’s cumulative GPA; however, has no impact on earned and attempted hours (maximum time frame and pace includes courses coded as bankruptcy and fresh start)
- Study Abroad: Courses accepted by Kentucky State University will be used in determining SAP
- A student who changes his/her major is still responsible for completing his/her degree in the maximum time frame. The allowed time frame does not automatically increase if you change your major or pursue double majors.

APPEAL OF FINANCIAL AID PROCESS:

A student determined ineligible for financial aid for failure to meet Kentucky State University's Satisfactory Academic Progress standards has the right to make a written appeal to the Student Financial Aid Office if he or she can demonstrate:

- failure to meet the minimum standard was caused by extreme or unusual circumstances beyond his or her control, and;
- he or she has resolved the issue(s) that caused the deficit, and;
- the issue(s) will not affect his or her performance in the future.

Students must submit documentation supporting the extenuating circumstance discussed in their appeal letter and resolution. Documentation is limited to 10 pages. Appeals that are submitted with more than 10 pages of documentation are subject to deferment for suggested amount of documentation. Grounds for appeal include, but are not limited to the examples provided below:

Extenuating Circumstance	Documentation Examples
Student's illness (mental or physical), hospitalization, injury, or disability. <i>Provide only the information that clearly and easily supports the information you discussed in your appeal. The best documentation is simply a summary of a diagnosis and its successful treatment or accommodation.</i> DO NOT SUBMIT ENTIRE COPIES OF YOUR MEDICAL HISTORY.	Written documentation from the health care provider detailing: <ol style="list-style-type: none">1. Approximate date that the illness, or disability started and how long it continued2. The date that you are able to resume your education without the illness interfering with your academic success
Illness, accident, or injury of a significant person in the student's life	Provide documentation (e.g., physician's statement, police report, or documentation from a third-party professional) related to the condition of the person you were assisting, and a statement from that person attesting to your assistance
Death of a family member or significant person in the student's life	Provide a copy of an obituary or death certificate and proof of the student's relation to that person
Divorce or Separation	Provide a copy of divorce decree, petition of dissolution, or letter from an Attorney
Personal problems with partner, family member, friend, roommate, etc.	Provide court documentation, police reports, written statements from an attorney, a professional, or a counselor
Victimization of a violent crime	Provide police reports, court documents, legal statements
Exceeding the timeframe of your degree as a result of multiple changes/addition in declared majors, excessive transfer credits, poor grades, an/or excessive withdrawals	Provide documentation from a career counselor, personal counselor, tutor, advisor, or other academic professional supporting your plan for academic success and completion
Exceeding the timeframe while in a successive program plan	Provide documentation relating to the academic advantage, financial advantage, or professional necessity of the successive degree

Appeals will be reviewed by the SAP Appeals Committee 2-3 business days of submission of appeal. Appeal review/follow up with student is tentative and may change during peak business seasons.

If an appeal is approved, the student will be placed on a Plan of Action. His or her SAP will be evaluated the following semester he or she is enrolled to ensure the student is still meeting the appropriate requirements. If at that time the standards are not being met, an SAP hold will be placed back on the student's account and any federal aid and need-based state grant aid in future semesters will be canceled.

Instructions for Submitting an Appeal

Student

- Student completes the SAP appeal application. This appeal application is available on the KYSU website.
- Attach a typed and signed letter. The appeal letter must explain the following:
 - a description of the unforeseen circumstance which may have prevented the student from meeting the SAP standards,
 - how the situation has been resolved, how the student will prevent reoccurrence, and how the student has improved academically.
- Attach supporting documentation.
 - Documentation of circumstances described in your letter must be included with the written appeal. Note: the inability to attend classes due to lack of funds is not an extenuating circumstance.
 - Additional documentation may be requested after an appeal is reviewed.
 - Documentation is limited to 10 pages
- Submit the appeal application, letter, and documentation to the Student Financial Aid Office. Please retain a copy of all documents submitted for your records. No documents will be returned to the student.

SAP Deadline Dates

Fall Semester 2024	May 17, 2024-August 14, 2024
Spring Semester 2025	November 1, 2024-January 8, 2025
Summer 2025	April 7, 2025-May 9, 2025

Financial Aid Office

- Once an appeal is received, it will be reviewed by a FA Counselor to determine all documentation is being submitted.
- Complete SAP Appeals are then loaded into the FAO Shared Drive>SAP>Term folder (Ex. Spring 2024) and a notification will be sent to the SAP Appeal Committee members to review the appeal/documentation and then submit their decision via Microsoft form.
- Once a decision has been made, notification will be sent to the student.
 - If deferred, student will receive an email with description of documentation needed.
 - If denied, student will receive a denial email.
 - If approved, student will receive SAP contract/terms and conditions to complete and return to the office.
- Once an approval/contract is submitted to the office, it will be uploaded to the Shared drive in the SAP>Contracts>Term>Alphabetic Breakdown folder and a notification will be sent to the counselor for that specific alphabet to package student with FA awards.

Midterm SAP Prescreening

- FAO will review midterm grades/enrollment for all students currently on SAP contract/PLOA. All students who break SAP Contract via withdrawals or are subject to XMTF will receive an early alert SAP suspension email to inform them of their upcoming SAP status and the early appeal period.

Monitoring the Status of an Appeal

Appeals will be reviewed by the SAP committee in the order that they are received. All decisions are final. A second review can only be requested if the student can provide new information and documentation that may have been omitted from the initial appeal. If a decision has not been made by the time your bill is due, it is your responsibility to pay your balance in full or discuss your payment options with the Bursar's Office.

The student will receive electronic notification of the decision made on your appeal. The status of your appeal can be monitored in student's WIRED account.

Below is a listing of the potential appeal statuses:

- **In-Progress:** Your appeal has been received, but not reviewed.
- **Deferred:** Your appeal has been reviewed, but the committee has deferred your appeal for additional information. The student will receive a letter in the mail detailing the additional information or documentation needed.
- **Approved:** Your appeal has been approved, and the student is on SAP probation. While on SAP probation, the student may only receive financial aid for ONE payment semester. At the end of your probation semester, the student must have corrected your SAP issue(s) and be meeting the SAP standards, or if placed on an academic plan, the student must be meeting the requirements specified in your plan. The student will be placed on an academic plan if it has been determined the student will not be able to correct your SAP issue(s) in one semester. The student will receive written notification outlining your SAP plan. An SAP plan will ensure the student will be able to meet SAP standards by a specific point in time.
- **Denied:** Your appeal was not approved based on the information the student provided. The student is not eligible to receive federal or need-based state financial aid. If the student intends to remain enrolled at Kentucky State University, the student must pay your bill with other sources.

Limit of Appeals

Student may only submit one appeal per semester. If an appeal is denied a student can submit new information and documentation that was omitted from the initial appeal.

Send your completed appeal to

Mailing Address:

Kentucky State University Office of Financial Aid
Julian M. Carroll Academic Services Building – Suite 349

400 East Main Street

Frankfort, KY 40601

or

Fax: (502)597-5950

or

Email: finaidmail@kysu.edu

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