

## Satisfactory Academic Progress

(from King's College 16-17 Catalog, pgs 33-35)

### Academic Progress Policy with Regard to Financial Assistance

Federal regulations require that students make satisfactory academic progress toward completing their degrees in order to receive federal financial aid. Satisfactory academic progress standards measure students' **quantitative** (credit completion) and **qualitative** (cumulative GPA) progress towards completion of their degree or program. In addition, students must complete their degree programs within a **maximum time frame** and must complete the necessary amount of credits attempted to remain on **pace** to graduate within the maximum timeframe. Failure to meet any one of these standards, results in unsatisfactory academic progress for financial aid purposes. This policy applies uniformly to all matriculated students receiving some form of federal and or institutional aid at King's College. Academic progress standards governing state financial aid are measured in accordance with state specific policies and regulations.

#### Quantitative Requirement (Credit Completion)

- Students must complete a minimum of 80% of their total attempted credits each semester. (Attempted credits are determined at the end of the 100% tuition refund period each semester).
- Courses for which students receive academic credit, withdraw, or receive incomplete or repeat grades are counted in the calculation of the 80% requirement.

#### Qualitative Requirement (Cumulative G.P.A.)

- Students must maintain a cumulative grade point average (G.P.A.) of 2.0.

#### Maximum Time Frame

- The maximum time frame for completion of a degree program is 150% of the academic credits required for a student to complete their degree program. For an incoming first-year student, this maximum time frame is 180 academic credits (150% of the 120 credits required for degree completion). The maximum time frame calculation for transfer students is determined by multiplying the difference between 120 credits and the number of academic credits accepted in transfer by 150%. Students who change majors are responsible for completing the degree requirements within the timeframe specified above. Courses for which students receive academic credit, withdraw, receive incomplete or repeat grades are counted in the 150% time frame.

#### Pace

- The maximum number of credits determines the pace at which a student must complete credits in order to graduate within the maximum time frame. Pace is determined by cumulative credits earned divided by cumulative credits attempted. Students must stay on pace to complete their programs within the maximum time frame.

#### Academic Progress Reviews

King's College reviews and measures academic progress at the end of each semester (fall, spring, summer). Failure to achieve any one of the academic progress criteria will result in unsatisfactory academic progress for financial aid. Students are then given a financial aid warning or financial aid suspension.<sup>34</sup> General Information

## Financial Aid Warning

Failure to meet any one of the academic progress requirements will result in a financial aid warning. Financial aid will be extended for one warning semester, allowing students the opportunity to correct deficiencies. Failure to achieve satisfactory academic progress during the warning semester will result in financial aid suspension for subsequent semesters until the standards have been met.

## Financial Aid Suspension

Failure to correct deficiencies in the defined satisfactory progress requirements for a second consecutive semester following a financial aid warning will result in a loss of eligibility for financial aid until the requirements have been met.

## Appeals

Students placed on financial aid suspension status have the right to appeal their status. To appeal financial aid suspension, you must submit all of the following documents to the Director of Financial Aid. This process must be completed within 30 days of the date of the suspension notification.

1. A written request for reinstatement of Financial Aid for the semester.
2. A statement in the student's own words explaining why the student failed to achieve the requirements.
3. A description of the specific actions the student has taken or will take to recover the failed or withdrawn courses or missing credits.
4. A description of the specific actions the student will take or has taken to prevent the situation from reoccurring.
5. Depending on the circumstances, third party documentation may be required to support the appeal (medical documentation, Act 101, Achievement PLUS, Director of Student Success, etc.)

Appeals will be reviewed by the Director, who will notify the student of the decision within two weeks of receiving all of the documentation.

## Reinstatement of Financial Aid

Students granted an appeal of financial aid suspension will be placed on Financial Aid probation. Financial Aid probation will require the student to follow an approved education plan requiring the student to meet specific conditions in order to continue receiving financial aid funding.

Academic plans will be developed, monitored, and reviewed with the student, an academic advisor and a financial aid officer. While on probation, the student may receive financial aid if they are meeting the conditions of the education plan. Failure to meet the conditions will result in a loss of financial aid eligibility.

## Waivers

The Director of Financial Aid will review each appeal and may determine based upon individual circumstances that an exception may be made to the stated academic progress requirements for institutional gift aid. Waivers will be dependent upon the individual's extenuating circumstances and improved academic performance. General Information 35

## Coursework and Academic Progress

The following explains how courses or grades are used in the measurement of academic progress:

**Audited Courses** — Audited courses are not counted when measuring quantitative or qualitative standards. They are not counted in enrollment status when awarding aid.

**Repeated Courses** — Repeated courses are counted when measuring quantitative (credits) requirements and in enrollment status when awarding aid.

**Incomplete Grades** — A grade of incomplete is not a successfully completed course and is not counted as an earned credit when measuring the quantitative requirement. Before it can be counted as a credit correcting any deficiency, it must be successfully completed. A completed grade that corrects a G.P.A. deficiency will be used to satisfy the qualitative (G.P.A.) requirement. A completed grade that causes the student to fall below the minimum G.P.A. requirement will impact eligibility.

**Withdrawal Grades** — Students who withdraw from a course and receive a grade of “W” do not earn credits for the course. Quantitative requirements may be impacted when no credits are earned.

**Advanced Placement** — No aid is granted for Advanced Placement coursework and AP credits are not counted when determining academic progress.

**Study Abroad/Transfer Credits** — Credits earned at another approved institution will be used when determining the student’s number of credits earned but only when they are officially recorded on the King’s College transcript. Grades from these courses will not affect the student’s G.P.A. at King’s College.