



Satisfactory Academic Progress Policy

The Higher Education Act of 1965, as amended by Congress, mandates that institutions of higher education establish minimum standards of Satisfactory Academic Progress (SAP) for students receiving federal financial aid. These standards apply to all Federal Title IV aid programs including the Federal Pell Grant, Federal Supplemental Educational Opportunity Grant, Federal TEACH Grant, Federal Direct Loans, Federal Direct PLUS Loans and Federal Work-Study.

The Satisfactory Academic Progress (SAP) standards apply to all students, ***regardless of whether the student has received Title IV funding in the past***. King's College is responsible for ensuring that all students receiving Title IV assistance are meeting these standards.

Please note that the PHEAA Grant program has separate guidelines for satisfactory academic progress and should be reviewed at www.pheaa.org or by calling 800-443-0646.

Frequency of determining Satisfactory Academic Progress (SAP)

For all degree seeking students, SAP will be evaluated at the end of each semester, typically in December, June, and August even if the student did not receive financial aid funds. This evaluation will determine if the student has made sufficient progress to be eligible for future Title IV funding.

All SAP warnings, SAP suspension notifications, and SAP appeal decisions will be provided to the student through electronic mail to their King's College email account.

Process of Notification

Financial Aid Warning – King's College evaluates academic progress at the end of each semester. Students on a Financial Aid Warning status may continue to receive Title IV aid for one semester despite a determination that the student is not meeting SAP standards. A warning status is granted automatically and may be assigned without an appeal or other action by the student. Students are notified via their King's College email account of their warning status.

Financial Aid Probation – Financial Aid Probation status can be granted only after the student has received a SAP suspension notification, has appealed the suspension, and has had eligibility for Federal Student Aid reinstated. A student on financial aid probation may receive Title IV funds for one semester only. At the completion of the probation semester, the student must have resolved his/her academic deficiency. ***Failure to do so will result in a loss of Title IV financial aid (including Federal Direct Loans and Federal PLUS loans) until such time as the student has resolved their academic deficiency at their own expense.***

When the student's semester performance is below the standard, the student will be sent a Financial Aid Warning notice. The warning notice explains that the student's financial aid eligibility is not affected unless the student fails to meet the Satisfactory Academic Progress standards at the completion of the warning semester. When that occurs, the student will be notified by electronic mail from the Financial Aid Office that their eligibility for financial aid has been terminated effective immediately. Included in this communication will be information on the student's status, the effect of this status on the student's financial aid eligibility, and any actions the student may take, including how to appeal their status. Since the student's warning semester could be any semester of an academic year, and since the break between semesters is not always long enough to allow the Satisfactory Academic Progress review to be completed before the start of the next semester, it is expected that students will be familiar with this policy and aware of their own situation as related to Satisfactory Academic Progress. Even if the next semester starts before a

Satisfactory Academic Progress notice has been sent to the student, it will still be necessary to adjust the student's financial aid in accordance with the policy once the Satisfactory Academic Progress review is completed.

Satisfactory Academic Progress Measurement

Qualitative Measure

Cumulative King's Grade Point Average:

- Undergraduate students at King's College must maintain a cumulative grade point average (GPA) **of at least a 2.00** to remain in good academic standing.
- Graduate students must maintain a cumulative grade point average (GPA) **of at least a 3.00** to remain in good academic standing.

Quantitative Measure:

Completion Rate/Pace: Pace is calculated by dividing cumulative credit hours the student successfully completed by cumulative credit hours the student has attempted. This calculation includes all attempted credits, both at King's and those accepted in transfer. Courses for which a student receives academic credit, withdraws, receives incomplete or repeat grades and/or fails are counted in the calculation of the completion rate/pace.

- Undergraduate students must successfully complete 67% of the total cumulative attempted credits.
- Graduate students must successfully complete 67% of the total cumulative attempted credits.

Maximum Timeframe: Maximum timeframe is defined as the required length of time it will take a student to complete his/her degree. A student will remain eligible for federal aid for up to 150% of total attempted credits. For example, if the student is pursuing a degree that requires 120 credits, the student is eligible for federal aid up to 180 credits. This includes transfer credits.

- $120 \text{ credits} \times 150\% = 180 \text{ credits}$

Most undergraduate degrees at King's College require a minimum of 120 credits for graduation but there are some exceptions. Most graduate degrees require 30-37 credits for graduation but there are some exceptions. Refer to the catalog for specific program graduation requirements.

Students who change majors are responsible for completing their degree requirements within the timeframe specified above.

Readmitted Students - If a student is readmitted to King's College, satisfactory academic progress will be based on the student's previous attendance at King's and credits accepted in transfer. Students who have not met the minimum requirements will be notified of their ineligibility for federal financial aid and informed of their options to regain eligibility.

Special Grades and their Use in Satisfactory Academic Progress Determination

- IN* - Incomplete: Student will receive no credit for an "IN*" grade although the "IN*" is counted as attempted credit(s). When the incomplete grade is resolved and a passing grade is received, the credit(s) will be counted.
- W, AW, W* – Approved Withdrawal, Administrative Withdrawal, Approved Withdrawal from a Pass/Fail course: Considered as attempted credit(s) but no credit(s) earned.
- AU – Audit: Not considered as attempted credit(s)

Revised 10/24/22

- S/U - Satisfactory/Unsatisfactory: Both are considered as attempted credit(s). GPA is not affected.

Repeat of Course - Students are allowed to repeat a previously passed course and have it count toward enrollment for financial aid eligibility only once. Each attempt at the course, however, will count toward a student's pace and maximum time frame. In the calculation of the student's G.P.A. only the highest grade earned for the course taken at King's will be calculated. A course that is repeated at another accredited institution and successfully passed satisfies the course requirement; however, the grade earned at King's is used to calculate the student's G.P.A.

Advanced Placement - All forms of advanced standing credit such as advanced placement, transfer, validation, challenge, which are accepted by the College are considered as both attempted and earned in the calculation of completion rate/pace and maximum time frame.

Transfer credits – Transfer credits are considered to be credits attempted and completed toward the completion of the student's program and counted toward the maximum time frame.

Summer terms – Summer counts as any other semester. Since King's College evaluates after each semester, a student that has not met SAP standards will be put on an automatic warning after the spring semester evaluation. If the student takes summer courses, he/she will be evaluated again at the end of summer and must either have made up their SAP deficiency or successfully appealed his/her failure to make up the deficiency in order to receive aid for the fall semester.

Regaining Eligibility

If a student fails to meet the satisfactory academic progress standards, but meets the standards later at some point, the student can once again be eligible to receive federal Title IV. In such cases, financial aid eligibility will begin with the academic semester after which the student re-establishes progress. ***It is the student's responsibility to contact the Financial Aid Office after completing coursework that allows the student to regain eligibility for financial aid.***

If a student is taking coursework at another institution to regain SAP eligibility, the student should be aware that only credits transfer back to King's College; grades do not. If the student's deficiency is in GPA, taking courses at another institution will not resolve that deficiency.

Appeal Process – A student whose financial aid eligibility has been terminated may appeal if they have experienced extenuating circumstances that affected their ability to meet the academic progress standards. In general, extenuating circumstances can include, but are not limited to, illness, injury, death of relative or friend, difficulties with accommodations for students with disabilities, and adversity due to unforeseen events.

Students interested in appealing their suspension of financial aid eligibility can obtain the "Academic Progress Appeal Form" under "Forms" on the Financial Aid Office website, or by going to "Resources" on their Financial Aid Home page of the Self-Service Portal. The student must address in the appeal why s/he failed to make academic progress and what has changed that will allow him/her to make progress in the next semester. There are circumstances when an official academic plan will be requested from the student to support an appeal request. For that reason, we suggest that students meet with their Academic Advisor and/or Success Advisor to outline an academic plan prior to beginning the appeal process.

Additionally, under the conditions of the appeal, the Financial Aid Office will determine if it is mathematically possible for the student to complete his/her degree within the 150% maximum timeframe allowed by law. If the student's SAP deficiency also results in his/her inability to complete the program within the 150% timeframe allowed, the appeal must also address a tentative plan for degree completion. In these circumstances, both the appeal and tentative plan for degree completion must be approved before the student will receive Title IV funding.