SATISFACTORY ACADEMIC PROGRESS FOR STUDENT AID

Federal law and College regulations establish that all students must maintain Satisfactory Academic Progress (SAP) during their enrollment at the College, to remain eligible for Federal Title IV aid and institutional aid. Students at Central Christian College of Kansas, regardless of enrollment status or category, must meet the following requirements to remain in good standing.

- **GPA** - Students must maintain a minimum cumulative GPA:
  - **Associate Programs**: 2.00
  - **Bachelor Programs**:
    - 0-32.99 Hours: 1.70
    - 33-59.99 Hours: 1.85
    - 60+: 2.00
- **Pace** - Students must earn at least 66.67% of all credits they attempt (Cumulative Earned Hours/Cumulative Attempted Hours).
- **Maximum Timeframe** - Students must complete their degrees within 150% of the published program length.
  - **Traditional Associate Programs**: 96 Attempted Credits
  - **Traditional Bachelor Programs**: 192 Attempted Credits
  - **Non-Traditional Programs**: 180 Attempted Credits

Students enrolled in programs requiring more hours than those stipulated in a normative degree program (i.e. teaching certification, music education) are eligible to receive aid for additional attempted credit hours based on the required hours needed for the program.

SCOPE OF EVALUATION

Courses included in evaluating SAP include:

- **Dual-Credit**: While these courses are not eligible for financial aid, they are used for SAP calculations. Credits earned from Dual-Credit programs outside of Central Christian College of Kansas (transfer credits) will be used to calculate Maximum Timeframe and Pace. Credits earned directly through Central Christian College of Kansas will be used to calculate Maximum Timeframe, Pace, and GPA.
- **Repeated Courses**: Students may use financial aid to retake courses.
- **Courses in which a student receives a W, WF, WP** will count as attempted hours. Courses receiving a WF will also be used in GPA calculations.

Courses that may be on the transcript, but not accounted for in figuring SAP, include:

- Audited courses
- Remedial courses, earned at Central Christian College of Kansas.

Students, which have received failing grades for all courses in a term, will be asked to verify attendance for each class and may affect aid eligibility for the term.

Monitoring Satisfactory Academic Progress

The Office of Financial Aid will monitor Satisfactory Academic Progress (SAP) at the end of each payment period. Written notification (email, post, or through the portal) will be sent to students placed on:

- Warning – Not meeting SAP
- Suspension – Not meeting SAP after being on Warning
- Probation/Academic Plan – Appeal approved, student has an Academic Plan

**WARNING**
A student who has not met one or more minimum requirements at the end of a semester will be placed on Warning. The Warning period will consist of the next term in which the student is enrolled in classes. The student may receive aid for one term while on Warning without an appeal.

Students placed on Warning status will be sent a notification advising them of their status, the impact of their future financial aid eligibility, and the importance of seeking guidance/advising/counseling from appropriate staff.

Students who do not meet SAP standards after this period of Warning will be denied eligibility for future semesters and be suspended until they meet the SAP standards or submit an SAP Appeal that is approved.

It is possible for a student to be subject to more than one period of Warning throughout the course of their academic career.

**Suspension**
A student who has not met one or more minimum requirements for two consecutive payment periods (terms/semesters), and either fails to appeal his or her status or has appealed and has been denied, will be placed on Suspension. Students placed on Suspension are ineligible to receive Federal financial aid.

**Appealing Suspension of Financial Aid Eligibility**
If special circumstances prevented a student from meeting minimum requirements for SAP, an appeal may be submitted. However, submission of an appeal does not guarantee that the student will become eligible for enrollment or financial aid. An appropriate committee (as defined by the department or school) will review the appeal.

Appeals must be 1) submitted in writing; 2) address the special circumstance that impeded academic progress (i.e. serious medical illness or injury to the student, death or serious illness of an immediate family member; or other significant circumstance); 3) outline specific actions or interventions the student will complete to return to satisfactory levels of academic progress.

Appeal forms are available through the Financial Aid office. Forms must be submitted with supporting documentation prior to the semester for which financial aid is needed.

**Probation/Academic Plan**
A student not making SAP standards and who has successfully appealed a suspension will be placed on an Academic Plan. An Academic Plan is a stipulation placed on a student following an appeal designed to guide a student to achieve SAP standards within a prescribed amount of time to meet SAP requirements. The student will work with the College officials to create a plan that is supported by both the College and the student.

The student will retain eligibility for aid as long as all conditions of the plan are met. The Academic Plan will stipulate specific requirements and/or limitations (e.g. reduced course load; specific courses; GPA/Pass Rate requirements), which all need to be met in order to remain eligible. A student not meeting any one requirement will be placed back on suspension with no ability to appeal.

Adherence to the plan will be evaluated at the end of every term/semester. Financial aid disbursements will not be made unless it is verified that the students prior term was acceptable and that the correct courses and stipulations are in place for the proceeding term.

**Reinstating Eligibility**
Students may regain eligibility by successfully meeting the minimum standards for satisfactory progress, as outlined above. This may be done through an appeal process and adherence to the Academic Plan. Students may also choose to complete coursework, without aid, in an effort to meet minimum standards. Coursework completed...
at other colleges cannot be used to adjust GPA, unless the coursework replaces a deficient course taken at the
College. However, all transfer coursework must first be evaluated by the Registrar and may not be eligible for
consideration.