

## SATISFACTORY ACADEMIC PROGRESS

Federal regulations require that financial aid recipients maintain Satisfactory Academic Progress (SAP) toward an eligible degree or certificate in order to remain eligible for Title IV Federal Financial Aid (this includes Federal Pell Grant, Federal Supplemental Educational Opportunity Grant, Federal College Work Study, Federal Direct Student Loans and Federal Direct Parent PLUS Loans).

Each student's SAP status will be calculated and evaluated upon the receipt of the Free Application for Federal Student Aid (FAFSA), as well as at the end of each semester or payment period the student was enrolled, including the summer.

**Satisfactory Academic Progress standards are evaluated by the following criteria as defined by the Department of Education:** *(these apply to all enrollment periods regardless of whether or not financial aid was requested or received)*

- **Cumulative Grade Point Average (GPA)** An undergraduate student (Certificate and Associates Degree) must attain a minimum cumulative GPA of 2.00 (on a 4.00 scale). This includes all coursework taken at NCK Tech and credits transferred from other institutions
- **Completion Rate (Percentage of Completion)** NCK Tech students must complete at least 67% of attempted credit hours. This includes all enrollment periods whether or not financial aid was requested or received. *For example: If a student attempts 15 credit hours but only completes 9 credit hours, he/she will have only completed 60% (9/15) of the attempted hours and is not meeting SAP requirements.*
- **Maximum Time Frame.** The maximum time frame for students to complete their academic program (including general education courses and repeats) may not exceed 150% of the published length of the student's program. *For example: Students enrolled in a 40 credit hour technical certificate program may be eligible for Title IV Federal Aid for a maximum of 60 (40x1.5) credit hours. Students enrolled in a 62 credit hour associate degree program may be eligible for Title IV Federal Aid for a maximum of 93 (62 x 1.5) credit hours. After 150% of the published length of the program has been attempted, students are no longer eligible for federal financial aid.*

### North Central Kansas Technical College

#### Beloit Campus

P.O. Box 507 | 3033 U.S. Highway 24 | Beloit, Kansas 67420  
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#### Hays Campus

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NCK Tech will use the below criteria to determine whether or not a student is meeting SAP guidelines.

### NCK Tech Satisfactory Academic Progress criteria:

Hours Attempted	Cumulative GPA	Completion Rate	Maximum Hours (Average)
<b>Certificate</b>			<i>Actual Max Hours Dependent on Program</i>
<b>1<sup>st</sup> Semester or 0-15 hours attempted</b>	1.75	60%	60
<b>2<sup>nd</sup> Semester or 16-30 hours attempted</b>	2.0	67%	60
<b>Associates Degree</b>			
<b>1<sup>st</sup> Semester or 0-15 hours attempted</b>	1.6	60%	104
<b>2<sup>nd</sup> Semester or 16-30 hours attempted</b>	1.75	65%	104
<b>3<sup>rd</sup> Semester or 31-45 hours attempted</b>	1.85	67%	104
<b>4<sup>th</sup> Semester or 46+ hours attempted</b>	2.0	67%	104

\*\*Attempted hours are considered all credit hours in which a student was enrolled. This includes all credit hours attempted at NCK Tech, including repeated courses, courses with a grade of “F” or “W”, and all transfer hours accepted by NCK Tech that were pursued at a previous institution \*\*

**If, at the end of an enrollment period, after evaluation of a student’s academic progress, it is determined that they have fallen below any of the above standards, they will be placed on one of the satisfactory academic progress statuses.**

***If a student who has NOT received federal financial aid from NCK Tech in previous enrollment periods and who has not maintained satisfactory academic progress, as outlined above, applies for federal financial aid for the upcoming semester, they will also be placed on one of the satisfactory academic progress statuses.***

#### Satisfactory Academic Progress Statuses:

At the end of each enrolled semester, including summer, grades are submitted to the Registrar. Satisfactory Academic Progress is determined by the Financial Aid Department once grades are official. Students not meeting SAP are notified in writing or email that they are either on financial aid warning, financial aid suspension, or financial aid probation.

- **Financial Aid Warning**

- Students failing to meet one or more of the SAP criteria listed above *for the first time* OR any student who withdraws from or fails all courses in a semester will automatically be placed on “Financial Aid Warning”. **Students placed on Financial Aid Warning are still eligible for federal financial aid during this period.**
- Students placed on Financial Aid Warning will be notified by the financial aid office of their status.
- Students who are placed on Financial Aid Warning will be **REQUIRED** to complete and submit an SAP Progress Plan to the Financial Aid Office– failure to do so could affect future eligibility

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- Warning status cannot be appealed.
- **Students cannot be on Financial Aid Warning for consecutive semesters.**
- A student that has been placed on Financial Aid warning in any of the previous 2 semesters, who does not meet SAP standards, will automatically be placed on Financial Aid Suspension, without a warning period.
- At the end of each semester, including summer, the financial aid office will re-evaluate the SAP status of students on Financial Aid Warning. Failure to achieve a 2.0 or meet the requirements in regards to completion rate and maximum time frame during the semester a student is on Financial Aid Warning **OR** failure to meet the all criteria listed in a student's SAP Progress plan will lead a student to be placed on Financial Aid Suspension
- **Financial Aid Suspension**
  - Students on Financial Aid Warning, who fail to meet **ALL** SAP criteria **OR** who fail to meet the criteria listed in their Progress Plan will be placed on "Financial Aid Suspension". **Students placed on Financial Aid Suspension are NOT eligible to receive federal financial aid.**
  - Students placed on Financial Aid Suspension will be notified by the financial aid office of their status.
  - Financial Aid Suspension can be appealed
  - Students on Financial Aid suspension may regain financial aid eligibility if:
    - They appeal the suspension and it is approved.
      - Students who appeal their Financial Aid Suspension will be notified by mail by the Financial Aid Office of their decision.
    - They complete financial aid eligible coursework with alternate funding sources and are able to bring their cumulative GPA or completion rate to reflect satisfactory academic progress as listed in the above criteria.
    - Students who have been placed on Financial Aid Suspension due to exceeding the maximum time frame for their program, will be **REQUIRED** to file an appeal if they want to regain financial aid eligibility.
  - Students that have had their financial eligibility reinstated as a result of an appeal being approved **AND** do not meet all Satisfactory Academic Progress criteria in any subsequent term will immediately be placed back on Financial Aid Suspension, without a warning period. This decision cannot be appealed.
  - A student who has lost Title IV Federal Aid eligibility may still enroll and pay tuition and fee charges from their own resources unless academic policies prohibit it.
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- **Financial Aid Probation**
  - Students who were previously on Financial Aid Suspension, but either appealed the decision and it was approved by the Financial Aid Office **OR** they successfully met the SAP requirements in the Suspended period using alternate funding, will be placed on "Financial Aid Probation".
  - **Students on Financial Aid Probation WILL be eligible to receive financial aid.** However, if they do not maintain SAP during this period, they will immediately be put on Financial Aid Suspension, with no warning period.
  - Students on Financial Aid Probation will be notified by the Financial Aid Office of their status.

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- A student that has been placed on Financial Aid Probation in any of the previous 2 semesters, who does not meet SAP standards, will automatically be placed on Financial Aid Suspension, without a warning period.

### Appeals

Students placed on Financial Aid Suspension may appeal the decision. A student must complete and turn in a SAP Suspension Appeal form and return it to the Financial Aid Office. Students are only allowed one appeal per enrollment period, therefore it is critical for students to submit ALL relevant information that affected their satisfactory academic progress. All appeals will be reviewed by the SAP Committee. Decisions will be final and students will be notified of the committee's decision.

- **Appeals will not be considered if:**
  - The student owes any money/fees to NCK Tech
  - If all necessary forms or necessary supporting documentation are not included/attached
  - The appeal request is for the current semester and is received after the semester's mid-term.

### Regaining Eligibility

Students who lose eligibility for Title IV aid because they do not make satisfactory academic progress regain eligibility when they again meet the school's standards.

- For all Pell Grant and campus-based aid, a student may be paid for the payment period in which he or she regains satisfactory academic progress. *For instance, a student who is ineligible at the beginning of the year but regains eligibility when SAP is checked after the first enrollment period, can be paid for the entire second semester, but not the first semester.*
- For Direct Loans and FFEL Program loans, a student may be paid for the entire period of enrollment (which is usually the entire academic year) once he or she regains eligibility. *This will be at the discretion of the Financial Aid Office.*

A student who has lost Title IV Federal Aid eligibility may still enroll and pay tuition and fee charges from their own resources unless academic policies prohibit it.

### Withdrawn Courses

Withdrawn courses are noted as a 'W' on a student's transcript. Withdrawn courses are counted as credit hours attempted when calculating a student's completion rate and maximum time frame for purposes of determining satisfactory academic progress. Students who are in at least 6 credit hours and withdraw from ALL of their courses in a semester will automatically be placed on Financial Aid Warning.

### Transfer Courses

Transfer courses are courses that are taken at another institution that are accepted at NCK Tech and applied towards a student's degree. Transfer courses will be used to calculate cumulative GPA and completion rate for purposes of determining satisfactory academic progress.

### Repeated Courses

Repeated courses are courses that a student has previously taken, that they are taking again. All repeated courses will be taken into account when determining completion rate and maximum time frame for the purposes

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of determining satisfactory academic progress. When calculating cumulative GPA, the last grade earned for a repeated course will be the only grade used when determining a student's cumulative GPA.

### **Change in Program**

Students who have changed their program or are pursuing a second degree may reach their maximum time frame before their program of study is complete. All credits attempted are factored into the student's cumulative GPA and completion rate. Students who have reached or exceeded the maximum time frame because of a change in program or because of their pursuit of a second degree, **MUST** submit an SAP appeal in order to maintain their eligibility for federal financial aid.

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