Ashland Community & Technical College
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Satisfactory Academic Progress Appeal Process

To be eligible for Federal Student Aid funds, a student must make satisfactory academic progress, and a school must have a reasonable policy for monitoring that progress. As of July 1, 2011 Satisfactory Academic Progress standards were updated by the Federal Department of Education. These changes resulted in a revised KCTCS SAP policy to be in compliance with new federal regulations. You can view the KCTCS SAP Policy in its entirety at: http://www.kctcs.edu/en/Students/Costs_and_Financial_Aid/SAP_FAQ.aspx.

Satisfactory Academic Progress Standards

Federal regulations mandate that a student receiving financial aid under Title IV programs maintain Satisfactory Academic Progress (SAP) in his/her course of study regardless of whether or not financial aid is awarded each semester. To receive and to continue receiving financial aid, students must meet the following Financial Aid Satisfactory Academic Progress Standards:

- Maintain a cumulative grade point average (GPA) of at least a 2.0.
- Earn at least a 67% completion rate when you divide hours earned by hours attempted.
- Complete a degree within the maximum time frame of 150% of the required number of credits for your declared program of study. Students must be on track to receive their intended credential before aid is lost due to maximum time frame. This is referred to as "pace progression."
- Grades of A, B, C, D, P and S will be considered in determining credit hours earned and maximum time frame.
- Grades of E, F, W, WF, WP, MP, U, AU, and I as well as transfer hours, repeated classes, and bankrupted hours will be considered in determining credit hours attempted and maximum time frame.
- Students may only receive aid for a maximum of 30 credit hours as an "undecided" or "pending" program. Students attempting hours beyond 30 must declare an eligible program to be considered for financial aid eligibility. Students must also continue to meet the above standards.
- Per federal regulations, students must complete developmental/remedial coursework within a maximum of 30 credit hours.

Steps to Submit a KCTCS SAP Appeal Request and Academic Plan-of-Action

1) Complete the 2013-2014 FAFSA at www.fafsa.gov.
2) Complete your financial aid file in the Office of Financial Aid. We cannot process appeals without a completed file.
3) Confirm your Program Plan/Credential is correct in Admissions and Records.
4) Complete the *SAP Appeal Request Form* and submit written documentation on reason for appealing.
5) ACTC Office of Financial Aid will print the online Degree Progress Report and attach to your SAP Appeal. This document serves as your Academic Plan-of-Action. If a Degree Progress Report cannot be obtained, students will be asked to see their assigned advisor.
6) Submit completed and signed *SAP Appeal Request* to the ACTC Office of Financial Aid.

Priority Deadline to submit a SAP Appeal for Spring 2014 is January 8, 2014.
Submitting your appeal by the above date means you will receive a response before tuition is due.

The last and final day to submit a SAP Appeal for Spring 2014 is January 15, 2014.
Students submitting a Spring SAP Appeal after the Priority Deadline will be responsible for their tuition while decision is pending.
If classes are cancelled for nonpayment, student is responsible for the $75 reinstatement fee. Financial aid will NOT cover this fee.
Spring 2014 SAP Appeals will NOT be accepted after this date.

Once a KCTCS SAP Appeal Request has been Submitted

Once your appeal has been submitted to the Office of Financial Aid, it will be reviewed by the Standards of Academic Progress Appeal Committee and can take up to ten working days for a decision. ACTC Office of Financial Aid employees do not serve on this committee.

The student is responsible for payment arrangements pending an appeal decision. Tuition is not guaranteed nor is a book charge available pending an appeal decision. **Tuition is due no later than the day before classes begin each semester.** If a student does not have an approved appeal, classes are not paid in full, or a payment plan has not been set up before classes begin, your class schedule will be cancelled.

When a decision has been made regarding your appeal, you will be notified via your KCTCS Student E-mail.
ACTC Office of Financial Aid will not discuss Appeal decisions over the phone.

If you have any questions about this process, please contact the ACTC Office of Financial Aid by phone at 1-855-2GO-ACTC, (1-855-246-2282) or by email at Ashland-financialaid@kctcs.edu.

Satisfactory Academic Progress (SAP) Appeal Request

Name: _____ Student ID: _____
Last First MI

Students may appeal their **S**atisfactory **A**cademic **P**rogress (SAP) status. To be eligible for Financial Aid funds, a student must make satisfactory academic progress. Students who do not meet the academic standards may have their financial aid eligibility suspended. The appeal must include a typed detailed letter explaining the circumstance and resolution supporting documentation and may require submission of a completed Academic Plan of Action.

More information on the KCTCS SAP Policy can be found at http://www.kctcs.edu/Students/Costs_and_Financial_Aid.aspx

NOTE:

- The SAP Appeal Committee may request additional information.
- Financial Aid will not pay for courses taken by audit, credit hours earned by placement tests, or non-degree courses.
- Transfer credit hours count in the attempted/completed SAP hours as recorded by Admissions and Records.
- Students may only receive funding for undecided, pending or **remedial** course work for a maximum of 30 attempted credits.
- The SAP Appeal Committee may approve your appeal with certain academic progress conditions or limit future hours.
- If your appeal is denied, you will be responsible for expenses incurred at the college without benefit of financial aid.
- **The decision of the SAP Appeal Committee is final.**

Address: _____
Street City State Zip

Program/Major: _____ Antic. Graduation Date: _____ Phone: _____

Term you are appealing to receive aid: Fall 20_____ Spring 20_____ Summer 20_____

Is this your first SAP appeal ___ YES ___NO If no, when did you last appeal _____

Appeal Reason:

- ☐ Personal illness or injury
- ☐ Death in immediate family
- ☐ Other Extenuating Circumstance
- ☐ Maximum Time Frame (MTF)

Attach the following to this form: All information must be attached before the appeal will be reviewed by the committee.

- A **typed letter** stating:
  - MTF students must state why they have not yet earned a degree.
  - Other appeals must include the reason they have not maintained Satisfactory Academic Progress (SAP) **in detail,** and how the issue has been resolved to insure standards are met in the future.
- **Documentation** that supports your reason for appealing. Documentation must state the date(s) during which the circumstance occurred. *(examples of supporting documentation: statement from doctor, police reports, death certificate, or letter from a professional (lawyer, doctor, minister) familiar with your circumstance).*
- An **Academic Plan of Action** form.

Incomplete SAP Appeal Request will be returned and will not be reviewed by the committee.

Certification Statement*: I certify that all of the information provided is true to the best of my knowledge. If I purposely give false or misleading information on any financial aid documents, I may be fined, sentenced to jail or both.*

Student's Signature:_____ Date: _____

KCTCS is an equal opportunity employer and education institution

APPEAL PROCESS

If a student is placed on financial aid suspension and have unusual circumstances (illness, death in the family, accidents, etc.) that were a factor in not making satisfactory academic progress s/he has the right to appeal. Students who were determined to be at Maximum Time Frame (MTF) may request their coursework be evaluated based on classes needed for current credential through the use of a degree audit.

☐ A Satisfactory Academic Progress (SAP) Appeal form must be obtained and submitted to the local Kentucky Community and Technical College Financial Aid Office by the student. The Appeal form is also available at the KCTCS Printable Forms web site.

http://www.kctcs.edu/Students/Costs_and_Financial_Aid/Financial_Aid_Forms.aspx

- Documentation supporting the extenuating circumstances must be submitted with the SAP appeal form and accompanying letter.
- The accompanying letter must include the reason Satisfactory Academic Standards were not met and how the circumstance has been resolved or in case of MTF, why they are pursuing a new major of study.
- SAP appeals will be evaluated by the college Satisfactory Academic Progress (SAP) Appeal Committee.
- An Academic Plan of Action form.
- A KCTCS Degree Audit form may be necessary for other appeals as determined by the Satisfactory Academic Progress Appeal Committee.

The student is responsible for payment arrangements with the institution pending a decision of the appeals committee.

If approved, students will receive a plan or enter into a contract specifying academic requirements necessary to remain eligible to receive financial aid for the remainder of their enrollment or until SAP standards are achieved.

Decisions made by the Satisfactory Academic Progress Appeal Committee are final and cannot be appealed.

For Office Use Only

Use PeopleSoft Maintain Student SAP panel to complete this section Print and attach PeopleSoft transcript

Student SAP Term: _____

Max. Time Frame: _____ _____
total credit hours current status

Min Cum. GPA: _____ _____
current GPA current status

Cum. Earned Units: _____ _____ _____
current units earned current status cum QPS%

Committee Results

Date Reviewed;_____

☐ Approve
Comments:_____
_____

☐ Defer
Comments:_____
_____

☐ Deny
Comments:_____
_____

NOTES:
_____
_____
_

PeopleSoft Updates/Entry
Maintain Student SAP _____ Pack Stat Sum:_____
Award Entry:_____ Email Award Information _____
Completed by _____ Date:_____

SAP Academic Plan-of-Action – Student Agreement (Page 1 of 2)

Objective of SAP Academic Plan-of-Action
Students who have failed to achieve minimum SAP standards are required to submit as part of the appeal process an Academic Plan-of-Action listing the required courses for the stated program of study. The SAP Academic Plan-of-Action must include only coursework that will be taken to achieve the degree or credential. Students must also achieve minimum SAP requirements no later than the end of the Academic Plan's projected end date and/or graduation date to retain Title IV eligibility.

- The student will be required to follow the Academic Plan-of-Action in order to receive federal, state and institutional financial assistance.
- The student must be enrolled only in the course work listed on their Academic Plan-of-Action , meet minimum completion rates, and be making progress each semester toward all SAP Requirements by the end of the Academic Plan-of-Action projected end date.
- The student's progress will be reviewed each semester. Failure to meet the terms of the Academic Plan-of-Action will jeopardize eligibility for federal, state and institutional financial assistance.

SAP Requirements:
Satisfactory Academic Progress is measured with the following standards:

- Qualitative measure- Student's Cumulative Grade Point Average (GPA) must be 2.0 or greater.
- Quantitative measure- Students must successfully complete 67% of all classes they attempt. (67% Rule – Earned hours divided by Attempted Hours)
- Maximum Time Frame- Students are allowed to attempt no more than 150% of the classes required to earn a specific degree or credential.
- **Pace Progression**- *Students must meet or prove they will be able to meet both the qualitative and quantitative measures at a pace that insures graduation prior to reaching the Maximum Time Frame threshold also referred to as "on track" to graduate. Students who cannot meet this requirement will not be approved.*

Instructions for student: Your Academic Advisor must list the course title, course number and credits of each course for the current (or next) semester you plan to enroll. By federal law, the Student Financial Aid Office will only consider funding for the courses needed to meet the course requirements for graduation or completion of your program of study.

The Academic Plan-of-Action must be signed by you and your Academic Advisor. *(If both signatures are not provided, the SAP Appeal Committee will not review your SAP Appeal Request.)*

Last: _____ First: _____MI: _____ Date: _____

Student ID: __ __ __ __ __ __ __ __ __ Program of Study: _____
(Your 9-digit school Student ID number **MUST** be furnished before this SAP Appeal Request can be processed.)

.**Student Acknowledgement:** By signing below, I agree to adhere to the terms of this plan of action to retain my eligibility for federal, state and institutional aid, and I acknowledge that I have read and understand that failure to follow and meet the terms as outlined in this contract will result in the forfeiture of future financial aid eligibility for the following programs: Federal Pell Grant, Federal Supplemental Educational Opportunity Grant (SEOG), Kentucky CAP Grant, William D. Ford Direct Student Loans (Subsidized, Unsubsidized, Parent PLUS), Federal Work-Study programs, and other state aid programs.
I also understand and acknowledge that once I have lost eligibility for financial aid, I may have my eligibility reinstated by successfully completing sufficient credits to meet the SAP standards without the assistance of financial aid programs and I must notify the Financial Aid Office once the credits have been completed.

Student Signature: (required)	**Date:**
_____	_____

Instructions for Academic Advisor: New federal regulations require the institution to establish an Academic Plan-of-Action for students who have failed to meet SAP standards as defined by the Department of Education. **Financial Aid SAP eligibility is not the same as Academic probation**. Please work with the student to develop a planned curriculum to ensure that s/he has a realistic academic plan and that the coursework listed is required for the student's declared program. Once this plan is developed and agreed upon, please sign and date the Academic Plan-of-Action. The student cannot receive federal financial assistance for the upcoming academic semester without this document. If you have questions concerning the SAP policy, please refer to the policy at:

http://www.kctcs.edu/en/Students/~/media/System_Office/Financial_Aid/11-12/SATISFACTORY%20ACADEMIC%20PROGRESS.ashx

Last: _____ First: _____MI: _____ Student ID: _____

Degree or approved Program Plan of Study: _____

Expected Graduation Date: _____ Current Cum. GPA: _____ Current Cum. Hours Completed: _____

Academic Plan Semester 1 Term: _____

Department	Course Number	Credit Hours

Please see attached KCTCS Approved Degree Progress Report.
(Office of Financial Aid will print Degree Progress Report for student.
If report is not available online, student will need to see assigned Academic Advisor.)

Academic Plan Semester 2 Term: _____

Department	Course Number	Credit Hours

Acad Term: _____

Depar	Course Number	Credit. Hours

Academic Plan of Action Projected End Date_____

Advisor's Signature *(required)* _____ Date _____

PRINT Advisor's Name: _____

Do not write below this line

OFFICIAL USE ONLY BELOW SECTIONS ARE FOR COMMITTEE USE ONLY OFFICIAL USE ONLY

Satisfactory Academic Progress Appeal Committee – Please review this information and submit your recommendation to the Financial Aid Office.

SAP Appeal Committee Chair Signature:	Approved or Denied	Date:	Comment/Recommendation: