

## Satisfactory Academic Progress Policy

Effective Date: **May 10, 2011**

Federal regulations mandate that all students make satisfactory, measurable academic progress toward completion of a degree in order to receive federal assistance through Title IV federal grant, work, and loan programs. Entering freshmen students and students transferring to NKU are automatically eligible to receive the aid offered.

- 1.NKU's SAP standards comply with the requirements of the U.S. Department of Education.
- 2.These are financial aid standards and do not replace or override NKU academic policies.
- 3.Your academic progress will be reviewed at the end of each spring semester. For current students, Satisfactory Academic progress is usually determined in early June. Students who are not meeting academic progress requirements will be notified by mail.
- 4.The academic progress of financial aid applicants will be reviewed as NKU receives FAFSA data.
- 5.It is your responsibility to stay informed of the University's SAP standards and policy.

The academic progress of students will be reviewed for

- 1.Qualitative Progress (grade point average),
- 2.Quantitative Progress (hours earned), and
- 3.Maximum Time Frame for Degree Completion.

You must maintain satisfactory progress in all three areas whether or not you have received financial aid in the past.

### 1. Qualitative Progress (GPA)

Degree Program	Minimum Acceptable Cumulative GPA
Undergraduate student with 0-15 quality hours	1.66
Undergraduate Students	2.0
Graduate Students	3.0
First Year Law Students	1.6
Upper Level Law Students	2.0
Doctoral Students	3.0

### 2. Quantitative Progress (Hours Earned)

**Students must earn at least 67% of the credit hours attempted for the most recent previous academic year that the student attended.**

*Full time student example:* If you attempt 12 hours during the fall semester and attempt 12 hours during the spring semester, (24 hours total), then you must earn at least 17 hours to meet the qualitative standard.

*Part time student example:* If you attempt 6 hours for fall semester and 6 hours for spring semester (6+6 = 12 hours total), then you would be required to earn at least 9 credit hours to meet quantitative standards.

### 3. Maximum Time Frame for Degree Completion

- a. You are expected to earn a bachelor degree before
  - i. You have attempted 180 credit hours
  - ii. You exceed 150% of the hours required for completion, if your degree requires considerably more than 120 hours to complete, as described in the catalog
- b. Graduate students have a maximum number of 6 years to complete their programs, doctoral students 8 years and law students 7 years.
- c. The allowed time frame does not increase if you change your major, pursue double majors, or pursue an additional degree. However, students may appeal if they have experienced unusual or mitigating circumstances that prohibited them from meeting these standards.
- d. Students who have not changed majors or students who are not pursuing a double major or additional degree are not eligible to appeal. All federal, state, and institutional aid must stop.

### 4. Important Notes

- a. Classes for which students receive grades of "AU" (audit), "F", "NR" (grade not reported) or "W" (withdrawal) are not counted as earned hours. Incomplete coursework and deferred grades will not be considered as hours earned for an academic year until a grade is received.
- b. Remedial courses are counted as hours attempted and earned but are not factored in to the GPA component of Satisfactory Academic Progress (SAP). Therefore they are subject only to the quantitative (hours earned) measure only of SAP.
- c. ESL courses are counted as hours attempted and earned as well as factored into the GPA component of SAP. Therefore they are subject to both quantitative and qualitative measures of SAP.
- d. Change of major and students who work towards an additional degree are subject to both the qualitative and quantitative measures of SAP.
- e. Transfer hours are counted as both hours attempted and hours earned.
- f. Bankrupted hours are counted as attempted hours.
- h. Attempted hours are defined as the hours a student is registered for the day after the last day to add or drop a class for the semester. This is also the day after the last day of the 100% refund period for the semester as well as the disbursement date of financial aid.

### 5. Course repetitions

- a. When a student repeats a course, the last grade prevails and the original grade is removed from the GPA computation.
  - b. A repeated course may only count towards enrollment status if the student is receiving credit for that course. If it does not count towards enrollment status, the student will not receive financial aid for that course.
  - c. For financial aid purposes, a student may only repeat a course once if he/she has previously passed the course. If a student repeats a course more than once that he/she has previously passed, the student cannot receive aid for that course.
6. Re-establishing Financial Aid Eligibility
- a. A student ineligible to receive financial aid for failure to meet the above standards or satisfactory academic progress may re-establish his/her eligibility by enrolling at his or her own expense in a subsequent term and meeting the standards according to the qualitative (GPA) and quantitative (hours earned) measures.
  - b. Classes taken at other colleges will not be taken into consideration for reinstatement purposes.
  - c. If a student was denied financial aid because he/she did not meet the minimum GPA standard but has taken courses to bring his/her GPA up to the minimum, the student should contact the Office of Student Financial Assistance to have his/her aid reinstated.
  - d. If a student was denied financial aid because he/she did not earn the required minimum number of hours, due to incomplete grades, but now grades have been recorded for those hours to meet the maximum number for that period of enrollment, the student should contact the Office of Student Financial Assistance to have his/her aid reinstated.
7. Appeals
- a. If a student was denied their financial aid for failure to meet the academic progress standards, he/she may submit a written appeal if the student's extraordinary circumstances have been resolved. Students may not base their appeal on their need for financial aid or their lack of knowledge that their financial aid was in jeopardy.
  - b. The Student Financial Aid Appeals Committee will review appeal requests and may grant approval for the following reasons:
    - i. The death of a relative of the student.
    - ii. The personal injury or illness of the student.
    - iii. Special circumstances as determined by the institution.
  - c. The committee meets twice a month during June, July, and August and at least once a month during September, December, and January.
  - d. Appeals must include
    - i. A letter written by the student which clearly states the extraordinary circumstances which may have adversely impacted the student's academic performance. The appeal must indicate why the student failed to make satisfactory academic progress and what has changed.

- ii. Documentation such as an obituary or funeral notice for a death in the family.
  - iii. If you are filing your appeal based on medical circumstances, you **must** provide documentation issued by a physician or hospital. All documentation must be printed on the physician's or hospital's official letterhead and it must be signed by the physician. This documentation must include:
    - A brief summary of the illness
    - A specific diagnosis
    - The date of onset of the illness
    - The date you sought treatment for this illness
    - A description of the impact that the medical condition had on the student's ability to attend classes or perform class requirements and why it was medically necessary to discontinue studies as a result of medical circumstances.
    - Medical documentation must satisfy all of the above requirements. The committee *will not* accept or consider copies of insurance forms, bills, explanation of benefits (EOB) forms, hospital records or physician's medical records.
  - iv. A student may submit a statement from his/her academic advisor, Dean, or Department Chair, if the student feels it is appropriate.
- e. Appeals may be approved or denied. Students will be notified of the results of their appeal. If a student's appeal is approved, the student will be placed on financial aid probation and will be required to follow an academic plan for one year (2 semesters) based on the following:
- i. If the student failed to make academic progress because he/she did not meet the minimum GPA, the student must have a cumulative GPA of 2.0 after completing 2 semesters. A student who does not have a cumulative GPA of at least 1.8 at the end of the first semester of financial aid probation cannot receive aid for the second semester.
  - ii. If it is mathematically impossible for a student to meet the minimum GPA requirement after 2 semesters, a student's appeal will automatically be denied.
  - iii. If a student failed to make academic progress because he/she did not earn the minimum number of hours required, the student will be required to earn all credit hours attempted (no withdrawals and no grades of "F" or "I") for each of the 2 semesters. If a student does not earn all of the credit hours attempted during the first semester of financial aid probation, he/s he cannot receive aid for the second semester.

- iv. If a student is appealing due to maximum timeframe, the student must include the following documents with their appeal
  - 1. Request for appeal should contain the expected date of graduation.
  - 2. Declaration of major form from the Office of the Registrar
  - 3. Degree Candidacy form from the Office of the Registrar
  - 4. Certification of Major from the Office of the Registrar
  
- v. A student may only appeal one time for each Standard of Academic Progress and once per academic year. If a student fails to make academic progress more than once, or their appeal is denied, the student must enroll and meet the standards of academic progress at their own expense.
  
- vi. Appeals must be received and reviewed before or during the term for which the student is requesting aid. Any appeal received after the last day of the term will be considered for the next term for which the student enrolls. Appeal decisions are not retroactive

#### 8. Summer Sessions

- a. Financial aid recipients have a conditional period of the summer session after the spring semester. This allows the student a chance to bring up their grade point average. If a student previously not meeting the academic progress standards meets the academic progress standards after completing courses during the summer session, the student's financial aid may be reinstated.