

standards at the end of the probationary period are no longer on probation. Students failing to meet the minimum eligibility requirements at the end of the probationary period are considered ineligible to receive additional funds.

Students who are not able to meet SAP standards by the end of the next payment period will be placed on probation with an academic plan. Students will need to successfully follow the academic plan while in this status. The student's academic progress will be reviewed at the end of each payment period while on the academic plan. Students who meet the criteria outlined in their academic plan will remain in that plan until it expires, or the student meets the minimum SAP eligibility requirements. Students must appeal to change their academic plan. Students who do not meet the academic plan criteria outlined in their plan will be placed back into suspension and will be ineligible for federal aid.

### **Without Approved Appeal**

Students who are not making satisfactory academic progress and do not submit an appeal or have their appeal request denied, may regain eligibility only by taking action that brings them into compliance with KCU's SAP standards.

### **Satisfactory Progress for Financial Aid – Masters of Health Science Anesthesia Assistant Program**

Federal regulations require schools to monitor the academic progress of Title IV financial aid recipients. KCU must certify that students are making satisfactory academic progress (SAP) toward the completion of their KCU degree. KCU follows the regulations set forth by the U.S. Department of Education that students are meeting the three required measurements to determine SAP: qualitative (GPA), quantitative (pace progression), and time frame. The policy applies to students who are receiving federal aid; however these standards are cumulative so this includes all periods of the student's enrollment, which may include times when the student did not receive federal aid. The academic standards set forth by the academic program may vary from the financial aid policy for academic progress.

#### **Qualitative Measure: GPA**

- Students are considered in good academic standing when they complete each academic year with a cumulative GPA of 3.0 or higher.
- The GPA cannot be rounded up to meet minimum SAP standards.

**Quantitative Measure:** Attempted vs. Completed

In order for students to progress through the program to graduate within the maximum time frame, Financial Aid requires all MHSA- AA students to complete at least 67 % of credit hours attempted. This is determined by reviewing the total number of courses attempted and the total number of courses completed in a term. In determining pace progression, the Financial Aid office calculates a completion rate for each student.

The completion rate is the total number of credit hours successfully completed divided by the total number of credit hours attempted. Credit hours cannot be rounded up to meet the minimum SAP standards.

Attempted hours not earned include any grade of Fail (F), Incomplete (I), In Progress (IP), Withdrawal (W), Administrative Withdrawal (AW), or Administrative Drop (AD).

**Time Frame - Pace Progression**

<b>Program</b>	<b>Typical Time Frame</b>	<b>Maximum Time Frame</b>
MHSA- AA	3 years to graduate	4.5 years to graduate

Students are expected to complete their program in four and half years before ineligibility for financial aid becomes effective. Students who do not complete their degree in four and half years academic years will not be eligible for financial aid without an approved financial aid appeal.

**Repeated Coursework**

Courses in which a student has received an “F” may be repeated and eligible for financial aid. However, a student may receive aid for repeating a previously passed course only once with prior approval from the Student Progress Committee. Repeated courses are counted as credits attempted and either earned or unearned, but only the most recent grade earned is used to calculate GPA.

**SAP Review**

SAP will be reviewed at the end of each academic year for MHSA -AA. Financial Aid will review all students enrolled for the academic year to determine a student’s SAP status regardless of financial aid received.

Students will be notified via email if they fail to meet the minimum standards outlined above. This email communication will include an explanation of the standards evaluated and instructions on how to proceed.

Students on warning have one additional academic term in order to resolve the deficiency and meet the minimum SAP requirements. Students not meeting the minimum SAP standards after the warning term will no longer be eligible to receive federal aid without a successful appeal.

### **Appeal Process**

Financial Aid will notify the student via email if an appeal needs to be submitted to continue receiving federal aid at KCU. Students returning from a long-term Leave of Absence (LOA) may be required to submit a SAP appeal. Students will be asked to submit an appeal form to the Financial Aid office. The form will require the student to complete the information listed below:

- A written statement documenting the reasons for the failure(s) to meet the standards of academic progress for financial aid eligibility. The statement will also need to include an explanation of what has changed in the student's situation that would allow the student to bring his/her academic progress up to satisfactory standards.
  - The statement should be concise but long enough to address the student's mitigating circumstances.

The following circumstances may qualify for a legitimate appeal:

- serious illness of student or family member,
- death of relative,
- disruptive personal issue. There is no school-defined length.
- Program requirement to remediate or repeat partial/full year curriculum to continue enrollment in the academic program

Appeals will be reviewed and completed within two to four weeks of receipt. Students who submit appeals will be notified via email regarding the decision of their appeal. Students with approved appeals will regain federal financial aid eligibility. Students with denied appeals will be ineligible for federal financial aid until they meet the minimum SAP requirements. Appeal decisions are final.

### **Academic Plan**

All students who fail to make SAP and file an appeal with the Financial Aid office are required, as part of the appeal process, to complete an academic plan form. The form can be obtained from the Financial Aid office and must be submitted after the appeal process is completed. The academic plan must ensure that the student is able to meet SAP standards by a specific point in time. The student will need to work with Student Services to develop a written academic plan to help improve academic performance.

### **Financial Aid Probation**

Students who have approved appeals will be placed on financial aid probation and have their federal financial aid reinstated.

Students who are able to meet the SAP standards by the end of the next payment period will be placed on probation without an academic plan. The student's academic progress will be reviewed at the end of the next payment period. Students who meet the minimum standards at the end of the probationary period are no longer on probation. Students failing to meet the minimum eligibility requirements at the end of the probationary period are considered ineligible to receive additional funds.

Students who are not able to meet SAP standards by the end of the next payment period will be placed on probation with an academic plan. Students will need to successfully follow the academic plan while in this status. The student's academic progress will be reviewed at the end of each payment period while on the academic plan. Students who meet the criteria outlined in their academic plan will remain in that plan until it expires, or the student meets the minimum SAP eligibility requirements. Students must appeal to change their academic plan. Students who do not meet the academic plan criteria outlined in their plan will be placed back into suspension and will be ineligible for federal aid.

### **Without Approved Appeal**

Students who are not making satisfactory academic progress and do not submit an appeal or have their appeal request denied may regain eligibility only by taking action that brings them into compliance with KCU's satisfactory progress standards for financial aid. Any exceptions to this policy will be made on an individual basis and in compliance with federal, state, and local regulations governing financial aid.

### **Title IV Institutional Refund & Return to Title IV Policy**

This policy applies to all students who have utilized federal Title IV funding and withdraw, stop attending all classes, go on an approved leave of absence, or are suspended, or dismissed from the University during a term.

Title IV funding includes any federal financial aid programs authorized under the Higher Education Act of 1965 (HEA), as amended. The following programs are considered Title IV funds: Federal Direct Unsubsidized Loan and Federal Direct GradPLUS.

A student's withdrawal date for return of Title IV funds (R2T4) purposes is one of the following: