

 <p><b>KING</b> UNIVERSITY ESTABLISHED IN 1867</p>	<p style="text-align: right;"><b>Financial Aid</b> <b>Title IV Federal and King Institutional</b> <b>Satisfactory Academic Progress</b></p>
---	---

The federal government mandates institutions of higher education establish minimum standards of “satisfactory progress” that include qualitative and quantitative/pace standards for students receiving federal financial aid. King makes these standards applicable to all institutional funds as well as to all Title IV funds.

**Enrollment Status**

Financial aid recipients must be regular degree-seeking students at King and enrolled in a program leading to an Associate’s degree, Bachelor’s degree, or graduate-level degree. Generally, most financial aid requires at least half-time enrollment; however, Pell Grant eligible students may be eligible to receive Pell while enrolled less than half-time.

**Financial Aid Qualitative Standards**

**Traditional Undergraduate Programs**

At the end of the semester:	When this number of hours has been completed:	Required Cum. GPA:
Freshman	0-25	1.6
Sophomore	26-55	2.0
Junior	56-87	2.0
Senior and above	88-graduation	2.0

Students must earn a cumulative GPA of 2.0 or greater after 4 semesters of enrollment.

**Professional Studies Programs**

Students must earn a cumulative GPA of 2.0 or greater each semester of enrollment.

**Graduate Programs**

Students must earn a cumulative GPA of 3.0 or greater each semester of enrollment.

**Financial Aid Quantitative Standards**

Quantitative Progress/Pace is calculated as follows: The cumulative number of credit hours completed is divided by the cumulative number of credit hours attempted resulting in the Quantitative Progress/Pace.

**Traditional Undergraduate Programs**

The undergraduate student must complete the program within 150% of the institutional requirements. Institution requires 124 semester hours earned.

- Maximum Time Frame: 186 attempted semester hours/6 years
- Measuring Pace: To remain eligible for financial aid, students must earn at least 67% of hours attempted each semester.

Note: We recommend students attempt to average 31 earned hours per academic year in order to graduate in four years for programs that require 124 credit hours.

### **Professional Studies Programs**

The undergraduate student must complete the program within 150% of the institutional requirements. Institution requires 124 semester hours earned.

Maximum Time Frame: 186 attempted semester hours/6 years

Measuring Pace: To remain eligible for financial aid, students must earn at least 67% of hours attempted each semester.

Note: We recommend students make every attempt to complete all hours required each semester in these accelerated degree completion programs in order to meet the quantitative/pace standard.

### **Graduate Programs**

The graduate student must complete the program within 150% of the institutional requirements. Institution requires an average of 36 semesters hours earned, inclusive of the following graduate programs: Traditional MBA, Professional MBA, M.Ed., M.Ed./Teacher Licensure Option, and MSN.

Maximum time Frame: 54 attempted semester hours/6 semesters

Measuring Pace: To remain eligible for financial aid, students must earn at least 67% of hours attempted each semester.

Note: We recommend that students make every attempt to complete all hours required each semester in these graduate programs in order to meet the quantitative/pace standard.

### **Family Nurse Practitioner (FNP) or Pediatric Nurse Practitioner (PNP) Graduate Program**

The FNP or PNP graduate student must complete the program within 150% of the institutional requirements. Institution requires 45 semesters hours earned.

Maximum Time Frame: 67 attempted semester hours/7 semesters

Measuring Pace: To remain eligible for financial aid, students must earn at least 78% of hours attempted each semester.

It is the student's responsibility to be aware of the Satisfactory Progress Policy. This policy is also available on the Financial Aid portal and on the Financial Aid web page. Copies of the policy are also available in the Financial Aid Office. A student who has a concern about his or her status should contact the Financial Aid Office for specific personal consultation.

A student at risk academically can receive assistance through college-sponsored counseling, tutoring, career guidance, and/or advising.

### **Hours use in SAP Calculation**

- Only transfer hours accepted by King will be counted toward the qualitative standard and quantitative standard/pace.
- Only audit classes taken at King do not count as attempted hours when calculating quantitative standard/pace. All other courses attempted will be part of the quantitative calculation.

- A 0.00 GPA within any semester (whether the result of withdrawing or non-passing grades) does not meet Satisfactory Academic Progress and federal financial aid eligibility will be suspended.
- Hour Deficiencies (quantitative/pace) may be made up at King or at another accredited college/university and transferred back to King. It is in the student's best interest to receive counsel from the Office of Registration and Records to ensure transfer hours will be accepted by King.
- GPA Deficiencies (qualitative) can be raised only by taking courses at King.

### **Satisfactory Academic Progress Evaluation Process**

Satisfactory Academic Progress will be reviewed and evaluated at the end of each semester of enrollment. When a student is placed on Financial Aid Warning, Financial Aid Probation, or Financial Aid Suspension, the Financial Aid Office sends written notification to the student's King email address.

Failure to meet either the quantitative/pace standard and/or the qualitative academic standard will result in the next semester of enrollment being considered either a warning period, a probation period or a suspension period depending on the number of times a student has not achieved Satisfactory Academic Progress. Transfer students who enter King with a cumulative grade point average (GPA) that falls below the standard come in with their first semester as a warning period and will be evaluated at the end of their first term. Failure to meet the required GPA will result in the loss of financial aid after one term.

### **Financial Aid Warning**

Financial aid recipients will automatically be placed in this status for one semester the first time they fall below the standards of satisfactory academic progress. We recommend the student meet with a representative of the Academic Center for Excellence, academic advisor, and/or Dean of Students.

Failure to meet either the quantitative/pace standard and/or the qualitative academic standard at the end of the warning period will result in losing financial assistance eligibility.

### **Financial Aid Suspension**

Students are placed in this status if they do not meet SAP standards at the end of the semester they are placed on Financial Aid Warning. Financial assistance cannot be received while a student is on Financial Aid Suspension.

Students who have their financial aid suspended may submit an appeal to have their aid reinstated. A condition of an approved appeal may require a student to follow an academic plan. Students who fail to meet the conditions of an academic plan or fail to meet the SAP standard after a probationary semester will be placed back on Financial Aid Suspension.

### **Financial Aid Probation**

Once a student submits a financial aid appeal, the appeal will be reviewed by the Financial Aid Committee of the Faculty. If approved, the student will receive a probationary semester. At the end of the probationary semester, the student must have met the satisfactory academic progress standards to continue receiving financial assistance.

The financial aid committee may determine an academic plan for a student submitting an appeal. If the standards of such plan are met, when satisfactory academic progress is

reviewed at the end of each semester of enrollment, the student will continue on a probationary basis.

### **Regaining Eligibility for Financial Aid**

When placed in Financial Aid Suspension (lose aid) status, eligibility may be regained by resolving all deficiencies (quantitative and qualitative). The student is able to receive financial aid again once they fully meet the SAP standards. Students who have met the standards are eligible for financial assistance for the next enrollment period. Satisfactory Academic Progress will be reviewed and evaluated at the end of each semester of enrollment. When a student is placed on Financial Aid Warning, Financial Aid Probation, or Financial Aid Suspension, the Financial Aid Office sends written notification to the student's King email address.

### **Financial Aid Appeals**

Federal regulations allow for certain cases in which the school may waive the standards for satisfactory academic progress—specifically, if a student fails to be in compliance with one or more areas of satisfactory academic progress due to events beyond the student's control, such as extended illness, serious illness or death in the immediate family, or other significant trauma, and if such mitigating circumstances can be appropriately documented for the specific term(s) in which the deficiency occurred.

Appeals, which are reviewed by the Financial Aid Committee of the Faculty, must be made in writing to the Financial Aid Office using the King Financial Aid Satisfactory Academic Progress Appeal Form, and the student should also submit any available supporting documentation. A student's formal appeal letter should be well presented with attention to spelling and grammar, and it should outline the extenuating circumstances that contributed to the student's inability to meet SAP standards and what has changed that will allow the student to meet SAP at the next evaluation.

The maximum number of appeals a student may submit is two (2).

### **Financial Aid Appeal Deadline for Submission**

The student will receive an email (to King email address) regarding not meeting the standards of the Title IV Federal Satisfactory Academic Progress Policy. This letter will inform the student of the deadline date for submission of an appeal form. Appeals must be submitted on or before the deadline date as stated in this letter.

The typical time frame to submit an appeal is 15 calendar days from the date of the letter sent to the student. The student should pay close attention to the deadline date for submission of the appeal that is indicated in the written communication he or she receives from the Financial Aid Office.

Student appeals received after the deadline will be accepted on an exception basis. Adequate time must be allowed for the financial aid committee to review the appeal and make a decision.