

SATISFACTORY ACADEMIC PROGRESS (SAP) – UNDERGRADUATE STUDENTS

To be eligible for student financial aid, you must meet Satisfactory Academic Progress (SAP) standards. The Office of Student Financial Aid (OSFA) has established guidelines (based on federal regulations) for evaluating your progress, taking into consideration your cumulative KU GPA, the cumulative number of hours you have attempted and completed at KU, and hours that have successfully transferred from any other postsecondary institution. The OSFA's Satisfactory Academic Progress standards are not exactly the same as the academic standards of the university or of any department or professional school. Permission to enroll is not synonymous with financial aid Satisfactory Academic Progress.

Freshmen are considered to be meeting SAP standards when they have been admitted into a degree program. Undergraduate students may continue to receive financial aid while meeting the minimum standards for Satisfactory Academic Progress (see below). Non-degree seeking students are generally ineligible for federal financial aid. If you are a student in the School of Pharmacy PharmD program, please view the SAP information sheet for pharmacy students, available at www.financialaid.ku.edu/pdf/SAPpharmacy.pdf.

MINIMUM SAP STANDARDS FOR UNDERGRADUATE STUDENTS

You must successfully complete a minimum of 75% of your cumulative attempted hours AND maintain a minimum cumulative 2.0 KU GPA. Your academic progress is reviewed once a year (defined as summer, fall, and spring semesters). Classes graded "F", "incomplete", "no credit", "drop", or "withdraw" will be evaluated as courses attempted, although not successfully completed. Attempted hours include all KU hours in which you are enrolled on or after the first day of classes, as well as all hours transferred from any other postsecondary institution. Repeated courses will count toward academic progress as indicated in The University of Kansas Undergraduate Catalog. Courses that are academically forgiven are still counted as attempted KU hours. See example scenarios below:

1. You have attempted 114 hours at KU. Out of the 114 hours attempted, you have successfully completed a total of 87 hours (76% of the coursework attempted). You also have a 2.5 KU GPA. You are meeting the minimum Satisfactory Academic Progress standards.
2. You have attempted 84 hours at KU. Out of the 84 hours attempted, you have successfully completed a total of 75 hours (89% of the coursework attempted) and have a 1.8 KU GPA. You are NOT meeting the minimum Satisfactory Academic Progress standards because you have not maintained a 2.0 KU GPA.
3. You have attempted 65 hours at KU. Out of the 65 hours attempted, you have successfully completed a total of 32 hours (49% of the coursework attempted) and have a 2.5 KU GPA. You are NOT meeting the minimum Satisfactory Academic Progress standards because you have not successfully completed 75% of your attempted hours.

Note: If you are denied financial aid based on your SAP status, that denial takes precedence over any previous award notification you may have received. If you do not meet the minimum standards at the end of an academic year, you will be placed on initial financial aid probation for the next year. You may continue to receive financial aid for that probationary year. If you are placed on initial financial aid probation, you will be notified by the OSFA and will have one academic year to meet the minimum SAP standards. If you are not meeting the minimum SAP standards by the end of your initial probationary year, you will be ineligible for financial aid (including grants, student loans, parent loans, and/or Federal Work-Study) in subsequent semesters.

MAXIMUM HOURS ALLOWED FOR UNDERGRADUATE DEGREES

Students pursuing their first undergraduate degree in a 4-year program may be eligible to receive financial aid for a maximum of 186 attempted hours (245 for a designated 5-year program). The maximum hour limit includes all hours you have attempted at KU and/or hours that have successfully transferred from any other postsecondary institution, regardless of whether you received financial aid for any/all of those hours.

Students seeking a second or subsequent undergraduate degree may be eligible for federal financial aid for a maximum of 240 attempted hours, including all undergraduate and graduate hours attempted (maximum 270 attempted hours for a 5-year program).

FINANCIAL AID SAP APPEAL PROCESS

If you become ineligible for financial aid because you are not meeting the minimum Satisfactory Academic Progress standards, but feel that you have experienced unique, extenuating circumstances, then you may follow the appeal process outlined below:

- STEP 1** Schedule an appointment with a Financial Aid Counselor to discuss your situation. If there are extenuating circumstances that have caused you to become ineligible for aid, you may be eligible to appeal. If you are eligible to appeal, the Financial Aid Counselor will provide you with the appeal form and instructions on how to complete the appeal process.
- STEP 2** Complete and submit the appeal form, with required supporting documents, by the deadline indicated on the appeal form to the OSFA. Your written narrative must be typed and complete – this is an opportunity for you to include any letters of support from professors, physicians, etc.
- STEP 3** You can anticipate a decision from the Financial Aid Appeals Committee within 2-6 weeks, depending on the volume of appeals submitted. Following the review of your appeal, you will be contacted via email. If your appeal is approved, you will be instructed to contact the OSFA to meet with a Financial Aid Counselor to review and sign your appeal decision letter. If your appeal is denied, the email will include criteria you must meet to be eligible to submit a subsequent appeal. Committee decisions are final and are not subject to further review.

FREQUENTLY ASKED QUESTIONS

WHAT IF I HAVE NEVER RECEIVED FINANCIAL AID OR IF I HAVE ONLY RECEIVED AID FOR A FEW SEMESTERS?

All attempted hours, even in terms when you did not receive financial aid, must be included in the review of your Satisfactory Academic Progress. Successfully transferred credits from other postsecondary institutions are included in your cumulative hours attempted.

WHAT DOES THE FINANCIAL AID APPEALS COMMITTEE CONSIDER WHEN REVIEWING AN APPEAL?

The Financial Aid Appeals Committee reviews each appeal individually. Written documentation of illness, accident, injury, death of a close family member, or other extenuating circumstances that could not be influenced, planned for, or prevented by you will be considered carefully. You should include this information in your narrative, along with documentation from appropriate third parties (such as a physician, therapist, or copy of a death certificate or police report).

WHAT HAPPENS IF MY APPEAL IS APPROVED?

The Financial Aid Appeals Committee will send you an email with instructions to contact the OSFA to meet with a Financial Aid Counselor to review and sign your appeal decision letter. The appeal decision letter details the criteria you must meet each semester. You will continue to be eligible for financial aid while you are meeting these criteria, within the timeframe allowed for you to complete your degree. If you fail to meet the criteria, you must successfully complete a semester on your own before submitting a subsequent appeal.

IF MY APPEAL IS DENIED, ARE THERE ANY OTHER SOURCES OF FUNDING?

There may be additional funding opportunities for you through the KU Endowment Association Loan Program and/or private loan programs if you meet the minimum criteria for these funds. These options may be discussed during your appointment with a Financial Aid Counselor.