

Title & Document Type	
Title*	Satisfactory Academic Progress Policy for Undergraduate Students
Document Type*	<input checked="" type="checkbox"/> Policy <input type="checkbox"/> Guideline
	<input type="checkbox"/> Procedure <input type="checkbox"/> Form
Purpose, Applies to & Campus	
Purpose*	To explain the Financial Aid Satisfactory Academic Progress policy and the associated appeal process for undergraduate students.
Applies to*	Undergraduate Students, Faculty and Staff
Campus*	<input type="checkbox"/> All University
	<input type="checkbox"/> Lawrence campus & all reporting units <input type="checkbox"/> KU Medical Center campus & all reporting units
	<input checked="" type="checkbox"/> Edwards <input type="checkbox"/> KU Medical Center
	<input checked="" type="checkbox"/> Lawrence <input type="checkbox"/> Salina
	<input type="checkbox"/> Juniper Gardens <input type="checkbox"/> Wichita
	<input type="checkbox"/> Parsons
	<input type="checkbox"/> Topeka
	<input type="checkbox"/> Yoder
Table of Contents, Policy Statement, Exclusions or Special Circumstances & Consequences	
Table of Contents	Minimum Satisfactory Academic Progress Standards Financial Aid Warning Financial Aid Appeal Process
Policy Statement*	<p>Overview:</p> <p>To be eligible for student financial aid, a student must meet Satisfactory Academic Progress (SAP) standards. The Financial Aid and Scholarships office (FAS) has established guidelines (based on federal regulations) for evaluating a student's progress, taking into consideration the cumulative KU GPA, the cumulative number of hours a student has attempted and completed (completion rate), and the maximum attempted hours for completing a degree. These standards will be reviewed at the end of each period of enrollment.</p> <p>First-time freshman are considered to be meeting SAP standards when they have been admitted into a degree-seeking program. Undergraduate students and students in the Master of Architecture program may continue to receive financial aid while meeting the minimum standards for Satisfactory Academic Progress. Non-degree seeking students are generally not eligible for federal financial aid.</p> <p>Minimum Satisfactory Academic Progress Standards for Undergraduate Students:</p> <ul style="list-style-type: none"> • Maintain a minimum cumulative 2.0 KU GPA. The KU GPA includes all KU courses graded A-F. • Successfully complete a minimum of 67% of the cumulative hours attempted. Completion rate is calculated by dividing the total number of successfully completed hours by the number of attempted hours. All courses within the career will be evaluated. • Complete your degree within the maximum timeframe allowed for your program as measured in credit hours. The maximum credit hour limit includes hours attempted at KU, hours that have successfully transferred from any other postsecondary institution, and test credits regardless of whether you received financial aid for any/all of those hours.

- Complete your 4-year undergraduate degree within 150% of the published length of the program (180 attempted hours for most degree programs).
- Complete your subsequent degree within 240 attempted hours. Your prior degree must be conferred in order to be eligible for the subsequent degree maximum timeframe.
- Complete your Professional Master of Architecture program within 270 attempted hours. The maximum attempted hour limit for this program includes undergraduate and graduate hours.

Academic progress is reviewed at the end of each semester (fall, spring, summer). Courses a student is enrolled in on or after the first day of the 50% refund period are reviewed.

- Courses marked “F,” “incomplete,” “no credit,” “dropped,” “withdrawn,” “unsatisfactory,” “waiting on grade,” “no progress,” and unposted grades are considered courses attempted, although not successfully completed.
- Undergraduate courses successfully transferred from any other postsecondary institution, as well as test credits, are calculated as attempted and completed courses.
- Repeated coursework will affect GPA as indicated in the University of Kansas Undergraduate/Graduate Catalog. All course repeat attempts will be included in the attempted hours.
- Courses retroactively withdrawn from will continue to be evaluated as courses attempted, although not successfully completed. Grades for courses that are academically forgiven must still be counted in the GPA calculation, as well as the completion rate calculation for SAP.

Financial Aid Warning:

If a student is not meeting SAP standards during an end of semester review for the first time due to GPA or completion rate issues, the student will be placed on financial aid warning for one semester. The student may continue to receive financial aid for that semester. If the student is not meeting the minimum SAP standards by the end of the next term in which the student enrolls, the student will become ineligible for financial aid.

There is no warning semester for students who hit maximum timeframe limits. Those who hit maximum timeframe limits will become ineligible for financial aid without a warning semester.

Ineligible Status and Regaining Eligibility:

If a student becomes ineligible for financial aid because minimum Satisfactory Academic Progress standards are not met, the student will be notified via their KU email account. To regain eligibility, the student will need to meet the minimum Satisfactory Academic Progress standards OR if a mitigating circumstance caused the student to become ineligible, the student may be eligible to appeal by following the steps below.

Step One:

- Schedule an appointment with a Financial Aid Counselor to discuss the situation.
- If there are extenuating circumstances that have caused you to become ineligible for aid, you may be eligible to appeal. Explanations may include death of a family member, injury or illness of the student, domestic violence, victim of a crime, divorce, an unhealthy living situation or other special circumstances.

	<p>Step Two: – Login to CampusLogic</p> <ul style="list-style-type: none"> Students will be selected for SAP appeal in CampusLogic (ku.studentforms.com). Students will login to ku.studentforms.com with their KU login information. <p>Step Three – Type your Narrative and Submit Documentation:</p> <ul style="list-style-type: none"> Complete and submit the SAP appeal form with a typed narrative. Your typed narrative should describe the extenuating circumstances that caused you to become ineligible for aid, as well as your plan to be successful/meet SAP standards in the future. Submit any supporting documentation, such as letters of academic support from professors, a letter of prognosis from a physician, police report, etc. <p>Step Four – Meet with your Academic Advisor to complete your Academic Plan Form:</p> <ul style="list-style-type: none"> Download the One Semester Academic Plan OR Graduation Plan form (one of these will be requested of you in CampusLogic (ku.studentforms.com)) Set up a meeting with your assigned academic advisor – bring a copy of the form to this meeting. You and your advisor will need to complete this form together. Upload the completed form to CampusLogic (ku.studentforms.com). Submit your appeal. <p>Step Five:</p> <ul style="list-style-type: none"> You can anticipate a decision from the Financial Aid Appeals Committee within 4 weeks of submission, 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 FAS office to meet with a Financial Aid Counselor to review and sign your financial aid Monitored Academic Plan (MAP). If your appeal is denied, the email will indicate whether an appeal can be submitted in the future, including criteria you must meet to be eligible to submit a subsequent appeal. Committee decisions are final and are not subject to further review.
Exclusions or Special Circumstances	<p>Students in the School of Pharmacy should refer to the Satisfactory Academic Progress Policy for Pharmacy Students.</p> <p>See Financial Aid Appeal Process</p>
Consequences	<p>A student who does not meet the minimum requirements for Financial Aid Satisfactory Academic Progress will no longer be eligible for federal, state and most types of institutional financial aid.</p>
Policy Owner, Contact, Approval, Dates & Review Cycle	
Policy Owner*	Financial Aid & Scholarships
Contact*	Financial Aid & Scholarships KU Visitor Center 1502 Iowa Street 785-864-4700 financialaid@ku.edu
Approved by*	Associate Director, Financial Aid & Scholarships
Approval Date* (MM-DD-YYYY)	Tuesday, July 1, 2008
Effective Date* (MM-DD-YYYY)	Tuesday, July 1, 2008
Review Cycle*	<input checked="" type="checkbox"/> Annual <input type="checkbox"/> Semi-annual <input type="checkbox"/> Biennial

Background & Related Documents	
Background	
Related Statutes, Regulations, and/or Policies	
Related Procedures	
Related Forms	
Related Other	
Definitions, Keywords & Change History	
Definitions	
Keywords*	Satisfactory Academic Progress
Change History*	<p>10/21/2021: Revised by Leah Nicholson – updated appeal steps to account for new appeal process; clarified regulations surrounding academic forgiveness; clarified warning semester not available for MTF students</p> <p>12/09/2020: Reviewed policy and added Edwards Campus.</p> <p>10/15/2019: Reviewed and updated.</p> <p>11/27/2017: Updated links</p> <p>12/20/2016 Fixed broken link</p> <p>12/09/2016: Policy formatting cleanup (e.g. bolding, spacing).</p> <p>12/02/2016: Revised by Danielle Sullivan- Made content changes in overview regarding completion rate requirements; expanded details of definitions in overview section; cleaned up formatting.</p> <p>08/14/2014: Revised by Danielle Sullivan.</p> <p>02/11/2014 Revised by Danielle Sullivan.</p> <p>05/13/2013: Revised by Stephanie Covington for end of spring 2013 semester review.</p> <p>08/28/2012: Revised by Stephanie Covington.</p> <p>10/06/2011: Revised by Stephanie Covington.</p> <p>08/17/2011: Revised by Stephanie Covington.</p> <p>07/08/2009: Written by Jeremy Early.</p>
Category	
Categories & Sub-categories	<p>Academic Categories: Academic Work & Evaluations</p> <p>Financial Categories: Student Financial Aid</p>