



## Klamath Community College

### Satisfactory Academic Progress Standards

### 2023-2024

To receive Federal Financial Aid at Klamath Community College (KCC), a student must meet the Standards of Satisfactory Academic Progress. Failure to meet any of the standard requirements will result in warning or disqualification from receiving Federal Financial Aid or warning, probation or academic suspensions from attending KCC.

1. Klamath Community College in compliance with Federal Regulation 668.34 requires that students maintain satisfactory academic progress to continue eligibility to enroll in classes and receive Federal Financial Aid (grants and loans). Satisfactory Academic Progress means maintaining a term GPA of 2.00 **AND** a 66.67% or higher completion rate. The completion rate is based on the number of credits that the student is enrolled in as of the published add/drop deadline. A grade of W, I or F does not count as successful completion of a class. Klamath Community College will apply the Satisfactory Academic Progress Standards at the completion of the term after grades are posted. Listed below are the completion requirements:

If a student is enrolled in:		A student must complete with a 2.00 or higher GPA:	
<b>20</b>	<b>credits</b>	<b>14</b>	<b>credits</b>
19	credits	13	credits
18	credits	12	credits
17	credits	12	credits
16	credits	11	credits
15	credits	10	credits
14	credits	10	credits
13	credits	9	credits
12	credits	8	credits
11	credits	8	credits
10	credits	7	credits
9	credits	6	credits
8	credits	6	credits
7	credits	5	credits
6	credits	4	credits
5	credits	4	credits
4	credits	3	credits
3	credits	2	credits
2	credits	2	credits
1	credit	1	credit

2. The US Department of Education and KCC have defined the following terms associated with Satisfactory Academic Progress:
  - **Academic and Financial Aid Warning:** This status is assigned in the first term a student fails to make SAP. The student remains eligible to enroll in classes and receive Financial Aid, but must meet with their academic advisor and create a Success Plan prior to Financial Aid being re-instated. Student must meet SAP standards the next term to continue Financial Aid eligibility. No appeal is necessary,
  - **Financial Aid Disqualification:** This status is assigned to a student who failed to make SAP more than one term. The student is not eligible to receive Financial Aid unless an appeal is approved. If the appeal is granted, the status changes to Financial Aid Probation.
  - **Academic and Financial Aid Appeal:** Students who have not met SAP standards may appeal for reconsideration of eligibility for Federal Financial Aid/and or eligibility to continue to enroll in classes. The appeal must explain why the student failed to meet SAP, the resolution of the issue, and the student's plan for success.
  - **Academic and Financial Aid Probation:** This status is assigned when a student failed to meet SAP for a second term but had eligibility for Financial Aid reinstated through an appeal. KCC may restrict enrollment to help a student succeed (i.e. half-time enrollment, submission of an academic plan, etc.). Students on probation may receive aid and must meet SAP standards for the next term to continue to be eligible to enroll in classes and receive federal aid.
  - **Academic Suspension:** This status is assigned to a student who fails to meet SAP for a third term. The student is not eligible to enroll in classes unless an appeal is granted. The student is not eligible to receive Federal Financial Aid. **Degree- and certificate-seeking students will be placed on suspension after completing 36 credits if their cumulative GPA is below 1.75.**
3. Federal Financial Aid eligibility is limited to 150% of a program's credit length (135 credits for a 90-credit degree and 68 credits for a 45-credit certificate.) Credits from other colleges that are accepted at KCC and credits attempted using non-Financial Aid resources count toward the maximum credits. When it is seen that a student cannot graduate within the credit limit, the student becomes ineligible for Federal Financial Aid.
4. Enrollment status for Financial Aid is based on enrollment at 5:00 pm on the last day to add or drop classes. For a course to count for Financial Aid funding, it must count toward the two-year degree or one-year certificate the student is pursuing. Elective credits above what is required to receive the degree or certificate will not be included for Financial Aid funding, but do count toward maximum credits allowed.
5. Developmental courses (courses under 100 level) are eligible for Federal Financial Aid up to 45 attempted credits. No additional developmental courses will be funded after 45 credits have been attempted.
6. Only developmental courses and courses that apply to a degree or certificate are eligible for Federal Financial Aid. Courses that are not eligible for Federal Financial Aid include Adult Basic Education, courses taken during the Advanced Diploma Program, GED, High School Completion, Extended Studies, high school programs such as dual credit and tech prep, challenge-by-examination, one-credit workshops and special topic courses that exceed degree or certificate requirements per the KCC catalog. Students cannot receive federal financial aid while enrolled in high school or a GED program unless they have been approved and enrolled in a Career Pathway Certificate with the GED cohort.
7. A student may receive financial aid for a repeated class under these conditions:
  - a. Until student receives a passing grade (D or higher)
    - i. Once class has been passed, financial aid can be paid one additional time.

1. However, all attempts will be counted as attempted credits toward the program credit limit.
8. Programs less than 45 credits or one academic year (e.g. Career Pathways) are not eligible for Federal Financial Aid, unless part of the approved GED cohort.

**Klamath Community College is not responsible for any actions taken by a student in anticipation of receiving Federal Financial Aid. Students are advised to verify their Financial Aid status and eligibility each term.**

**Failure to meet eligibility standards will result in the following action:**

	<u>Financial Aid</u>	<u>Academic</u>	<u>Action</u>
1 <sup>st</sup> Term:	Warning	Warning	<ul style="list-style-type: none"> <li>• Letter sent indicating status.</li> <li>• Must complete an individualized academic plan with advisor or student services.</li> <li>• Financial aid may be delayed.</li> <li>• A separate letter will be sent if repayment of financial aid is required.</li> <li>• If a zero GPA is obtained and financial aid was disbursed, money will be owed to the institution. An appeal will be required.</li> </ul>
2 <sup>nd</sup> Term:	Disqualification	Probation	<ul style="list-style-type: none"> <li>• Letter sent outlining appeal process.</li> <li>• Must file an appeal to be considered for reinstatement of eligibility for federal financial aid.</li> <li>• If approved financial aid may be delayed.</li> <li>• Recommendations of appeal committee must be followed.</li> <li>• A separate letter will be sent if repayment of financial aid is required.</li> <li>• If a zero GPA is obtained and financial aid was disbursed, money will be owed to the institution. An appeal will be required.</li> </ul>
3 <sup>rd</sup> Term:	Not Aid Eligible for Financial Aid	Suspension from enrollment at KCC	<ul style="list-style-type: none"> <li>• Letter sent outlining appeal process.</li> <li>• Must file an appeal to be considered for reinstatement of eligibility to enroll in classes and to receive federal financial aid.</li> <li>• If approved financial aid may be delayed.</li> <li>• Recommendations of the appeal committee must be followed.</li> <li>• A separate letter will be sent if repayment of financial aid is required.</li> <li>• If a zero GPA is obtained and financial aid was disbursed, money will be owed to the institution. An appeal will be required..</li> </ul>

**Zero GPA definition: A student who receives all F's and/or W's for the term.**

**Appeal Results:** Students will be notified via email of the decision of the appeal committee.

- **If the appeal is approved**, the notification will include conditions of continued Financial Aid and/or enrollment eligibility. Failure to meet required conditions may result in administrative drops from classes or suspending Financial Aid until conditions have been met.

- **If the appeal is denied** the notification will state actions to regain eligibility for Financial Aid and/or enrollment. If a student feels that their appeal included all required elements and the Appeals Committee did not reach an appropriate decision, the student can request VPSA review.

**NOTE: Students who have a 0.00 GPA or who withdraw from all courses in a term may be required to return a portion of the Federal Financial Aid funds that they received. Students with an outstanding debt to the college will not be allowed to register for subsequent terms or remain enrolled in classes until the debt has been paid in full.**

**If you are required to file an appeal, Federal Regulation requires that you include the following:**

<b>What Occurred:</b>	Describe what occurred during the term that prevented you from meeting the Standards of Satisfactory Academic Progress. Be realistic about the events of the term.  The US Department of Education stipulates conditions as appropriate for an appeal to reinstate Financial Aid – <b>death of a relative, injury, or illness of the student, or other special circumstances</b> . Failure to attend classes or not focusing on coursework are <b>not</b> considered conditions that are appropriate to file an appeal. <b>Multiple appeals for the same reason are not allowed under the regulations.</b>
<b>Resolution:</b>	Describe the steps you have taken to resolve the issue that prevented meeting SAP standards
<b>Plan for Success:</b>	Explain your plan for success this term and in future terms. Please include changes that have taken place to ensure future success.
<b>Documentation:</b>	<b>REQUIRED: ALL appropriate documentation</b> – doctor's statement, court document, notarized third party statement etc.

### **Refund/Repayment Policy**

If you withdraw or stop attending classes, you may be subject to repayment of Financial Aid funds per the following policy:

- If a student withdraws from all classes or earns a 0.00 GPA for the term, the Financial Aid Office will recalculate the account to determine if the student must repay a portion of the Financial Aid received. If repayment is required, the student will receive notification from the business office. Because the student has failed to meet SAP, the student will either be placed in disqualified status for additional Financial Aid, but may appeal. However, the appeal will not be heard until any repayment of Financial Aid has been made in full.
- The student will be billed for any portion of unearned aid that the College must return to the U.S. Department of Education. This charge will result in both a Financial and Transcript Hold being placed on the student's record.
- If the student has received a Stafford Subsidized or Unsubsidized Loan, the student is responsible for paying any unearned amount of the loan per the terms of the loan.
- Students will have up to 45 calendar days to make **acceptable** financial arrangements for repaying an over-award or the account will be sent to collections.
- A student who does a complete withdraw or receives a 0.00 GPA for a term in which they received Financial Aid funds will automatically become disqualified from receiving additional Title IV Financial Aid assistance until an appeal is filed and approved.
- Students must meet all financial obligations to the College for continued enrollment.
- In accordance with Board Policy 720.0110, a student must meet all financial obligations to the College in order to qualify for continued enrollment.