



## Student Financial Aid Satisfactory Academic Progress Policy:

*Approved By and Date:  
Board of Trustees, 8-13-2018  
Executive Leadership Team, 7-25-2018*

**Kilgore College monitors all financial aid recipients to ensure that students are maintaining a minimum standard of academic achievement as mandated by federal regulations. Academic standards vary between federal, state, and institutional financial aid funds, but all standards require a minimum number of hours be completed with a minimum grade point average. In order to continue to receive funding from Federal Student Aid programs (Pell Grants, other federal grants, and federal direct loans), students must meet the College's satisfactory academic progress metrics.**

## Student Financial Aid Satisfactory Academic Progress Procedures:

*Approved By and Date:  
Executive Leadership Team, 7-25-2018*

Kilgore College (KC) institutional scholarships, state grants, and other non-federal student aid programs have specific academic requirements for each individual program. It is the student's responsibility to read and ask clarifying questions to understand the academic and hourly requirement criteria for each award shown in the student's financial aid award package. All questions should be directed to the KC Office of Financial Aid.

Satisfactory Academic Progress (SAP) for Federal Student Aid Programs:

Kilgore College's SAP for federal student aid programs consists of the three metrics listed below.

### 1. Grade Point Average Standards (GPA)

- Students must maintain a 2.0 financial aid cumulative grade point average. The KC financial aid cumulative GPA includes all college level course grades combined with any remedial or College Success (COLS) class grades. ***This does not apply to scholarships as scholarships carry specific GPA requirements.***
- Grades of "A, B, C, D, F, and I" will count toward the financial aid cumulative GPA.
- Grades of "W and IP" will not count toward the financial aid cumulative GPA.
- Grades of "IP" are considered as passing grades by financial aid.
- Remedial course work will be included in the financial aid cumulative GPA.
- Academic work will be checked at the end of each semester (Fall, Spring, and Summer) and will include all flex and mini semester course work.
- Prior periods of enrollment will be evaluated for SAP prior to awarding aid.

- All grades are factored into a student's GPA, whether financial aid paid for the classes or not.
- **Students who do not maintain a 2.0 financial aid cumulative GPA will automatically be placed on financial aid warning for one semester. If at the end of the warning semester the student's cumulative GPA is still below a 2.0, the student will automatically be placed on financial aid suspension and will no longer be eligible for federal financial aid.**

## 2. Credit Hour Completion Standards

- Students must complete 67% of all hours of enrollment to maintain progress. *This does not apply to scholarships as scholarships maintain a specific hourly requirement.*
- The number of hours in which a student is enrolled on the official census day for each semester determines the number of completed enrollment hours needed to maintain progress.
- Completion rates will be checked at the end of each semester and will include all remedial, flex, and mini semester course work. This rate is based on all hours of enrollment at Kilgore College.
- Grades of "A, B, C, and D" are considered as completed grades, and will be included in the calculation of the number of hours completed.
- Grades of "W, F, I, and IP" are considered attempted hours and are not included in the calculation of the number of hours completed.
- Hours that are accepted and transferred into Kilgore College will be counted toward the student's credit hour completion rate.
- All hours are factored into the completion rate whether financial aid paid for the classes or not.
- **Students who do not complete 67% of all hours of enrollment to maintain progress will automatically be placed on financial aid warning. If the student does not complete 67% of all hours of enrollment during the warning semester, the student will automatically be placed on financial aid suspension and will no longer be eligible for federal financial aid.**

## 3. Maximum Time Frame Completion (Pace):

Students enrolled at Kilgore College are expected to work toward a specific degree or certificate and to complete that goal within a certain timeframe. Federal regulations limit federal aid eligibility to 150% of the total hours necessary to earn a certificate or degree.

- All periods of enrollment are counted toward the 150% timeframe, whether or not financial aid paid for those hours.
- Students who enroll in courses not included in their declared major course of study or certificate program will not receive financial aid for those courses.
- Developmental hours will not count toward the 150% completion rate.
- Students who change their program of study may use up eligibility for federal aid prior to completion of their degree or certificate.
- A student's attempted credit hours cannot exceed a maximum of 150% of the hours required to complete a declared major course of study or certificate program.
- **As students get close to meeting the 150% requirement, they will receive a warning letter and be placed on warning during that semester. Once the student reaches the 150% requirement, they will automatically be placed on financial aid suspension and will no longer be eligible for federal financial aid.**

### Financial Aid Warning:

- Students who do not meet Satisfactory Academic Progress will be placed on financial aid warning. The student will be eligible to receive financial aid for the subsequent semester while on financial aid warning status.
- Students on financial aid warning may be subject, but not limited to, any of the following institutional requirements:
  - Mandatory counseling sessions with the director of financial aid or designee

- Submission of tutoring logs showing time spent in The Zone or an instructional learning lab
- Limited hours of enrollment, based on student's ability to be successful
- No access to online, self-registration
- Specialized academic plan, with emphasis on re-evaluated degree/certificate plan
- Signed contract with director of financial aid or designee
- Suggested limit of hours of employment
- Repeat of classes with failing academic grades
- Any additional requirements deemed necessary for academic completion and student success

#### Financial Aid Suspension:

- Students who do not meet Satisfactory Academic Progress while on financial aid warning status will be placed on financial aid suspension. While on suspension, a student is no longer eligible to receive federal financial aid.
- To reestablish financial aid eligibility, a student must enroll in sufficient hours to raise their cumulative GPA and course hour completion rate to the minimum standards of Satisfactory Academic Progress. This may be done with personal funds or other funding provided by the student. After completion, he/she must bring this to the attention of the Financial Aid Office in order to be re-evaluated for federal aid eligibility.

#### Financial Aid Suspension Appeals:

- Information, instructions, and necessary forms related to financial aid suspension appeals are available on the KC Financial Aid webpage (<https://www.kilgore.edu/future-students/student-services/financial-aid>).
- Students wishing to appeal their suspension status must complete and submit the following documents:
  - Financial Aid Suspension Appeal Form
  - Official Degree Audit from the Kilgore College Counseling Center
  - Typed statement of explanation for the reason of the appeal
  - Unofficial Kilgore College Transcript from the KC Registrar's Office
  - Documentation of the events that prevented satisfactory academic progress during the semester in which the suspension occurred.
- Appeals will be considered by an Appeals Committee.
- Appeals that are granted will require an appointment with the Director of Financial Aid or designee to create a Suspension Appeal Contract, signed by both the Director and the student.
- Students whose appeals are granted will be considered to be on financial aid probation.
- The Suspension Appeal Contracts will be composed of institutional requirements similar to those described under the Financial Aid Warning section above.
- Students must strictly follow the terms of the Suspension Appeal Contract. If changes are requested, the Director of Financial Aid or designee must be consulted prior to the change, or the contract becomes invalid and the student returns to financial aid suspension. Examples of actions that will terminate the terms of the contract include:
  - The student drops a class that is on the contract or enrolls in a class that is not a part of his/her degree plan.
  - The instructor drops the student for non-attendance.
  - The student does not attend the tutoring lab, per the terms of their Suspension Appeal Contract.
  - The student withdraws from school.

If the student tests out of a class that is on the Suspension Appeal Contract, then the class is considered successfully completed and dropped from contract expectations.

#### Financial Aid Suspension Appeals Due to Excessive Hours:

- Students who exceed the 150% limit will be able to submit an excessive hour appeal.

- Those students will need to submit a degree audit, showing the minimum amount of hours needed to complete a specific program of study.
- Students will be required to sign an Excessive Hour Contract, which will limit the enrollment to program specific hours and the aid that will pay for those hours.
- Students must have any enrollment change to the Excessive Hour contract approved by the Director of Financial Aid or designee.

#### Financial Aid Suspension Appeal Limits:

- KC students are typically eligible for only one financial aid appeal.
- Exceptions to the appeal limit include:
  - Students who have successfully completed a certificate or degree on an appeal and have subsequently been accepted into a competitive admissions program (e.g., nursing, physical therapist assistant, etc.).
    - No additional appeals will be granted beyond this unless the student can demonstrate that a third appeal would significantly enhance his/her skill set and employability.
  - Students who have successfully completed a certificate on an appeal and desire to return for a degree.
    - An appeal renewal may be granted if the student returns within the same academic year.
    - A new appeal must be filed if the student's return is more than one year from completion of the certificate.
    - No additional appeals will be granted beyond this unless the student can demonstrate that a third appeal would significantly enhance his/her skill set and employability.
  - Students who have successfully completed a certificate or degree on an excessive hours appeal and have subsequently been accepted into a competitive admissions program (e.g., nursing, physical therapist assistant, etc.).
    - No additional appeals will be granted beyond this unless the student can demonstrate that a third appeal would significantly enhance his/her skill set and employability.
  - Students who have successfully completed a certificate or degree on an excessive hours appeal and are returning to retool/upgrade their skill set due to economic conditions.
    - No additional appeals will be granted beyond this unless the student can demonstrate that a third appeal would significantly enhance his/her skill set and employability.

#### Financial aid Eligibility and Developmental Hour Limits:

- Students may receive federal aid for a maximum of 30 developmental hours attempted at Kilgore College. Once the 30-hour limit is reached, no further federal student aid will be paid for developmental courses.
- **Example:** If a student has exceeded the 30-hour limit and enrolls in 12 hours during the semester, 9 of which are regular credit hours needed for the degree and 3 hours are a developmental class, financial aid will pay the eligible amount for 9 hours, but not for the total of 12 hours.

#### Transfer Students:

- Students with no history at KC will be assumed to be making satisfactory academic progress at the time they transfer into Kilgore College, unless they are flagged by the Department of Education for Unusual Enrollment. If they are flagged with unusual enrollment, official transcripts from previous colleges will be required. If after review of the official transcripts the student is determined to have not met SAP (did not complete necessary hours or the overall GPA of all transcripts is below the minimum of a 2.0 cumulative), the student will be placed on suspension. If transcripts are not available for reasons beyond the student's control (e.g., school closure), the student may apply for a suspension appeal as described above.

- Hours that transfer into the major course of study will be counted toward the 150% timeframe eligibility regulation and will be added to hours of enrollment at Kilgore College for ongoing SAP determinations.
- Transferring students need to be aware that the federal regulations concerning the Pell Lifetime Eligibility Used (LEU) limits and Loan Aggregate limits apply to any award package at KC.
- If the transfer college transcript(s) are not on file with the KC Office of Admissions and Registrar, the student will be considered as a first year student for loan purposes.
- Hours that are accepted and transferred into Kilgore College will be counted in the completion rate.

#### Miscellaneous Information:

- Financial aid funds will pay to repeat a class; however, once a specific class has been taken twice, it will no longer be eligible for financial aid funding per federal guidelines. Repeated classes count towards a student's 150% limit.
- Federal student aid will pay the Excessive Developmental Charge (three-peat charges) for developmental courses as needed, but only up to the 30-hour developmental limit.

#### Scholarships and Satisfactory Academic Progress:

- Most scholarship and other forms of non-federal aid funds carry specific academic and enrollment requirements for renewed award to a student account.
- Students receiving institutional, departmental, or state funds should check with the Scholarship Coordinator with regard to Letters of Agreement, showing the terms of scholarship eligibility.
- Scholarship eligibility is evaluated at the end of each long semester (Fall, Spring, Summer).
- Students who have lost eligibility will receive a notification advising them of this status.
- Scholarships do not have a warning or probation status, as with federal aid funds. Students who do not achieve the academic or enrollment criteria for renewal will not be awarded those funds for the subsequent semester (even if the Letter of Agreement shows the scholarship is awarded for one academic year.)

**Certain scholarships, which are considered “performance based,” may carry different terms for renewal.**