POLICY TITLE:
Satisfactory Academic Progress (SAP) Policy

APPLIES TO:
Undergraduate, Graduate, and Professional Students Receiving Federal, State, or Institutional Financial Aid

ADMINISTRATIVE AUTHORITY:
Office of Student Financial Aid

APPROVED BY:
President Koffi C. Akakpo (Interim Approval)

EFFECTIVE DATE:
September 26, 2025

EXPIRATION DATE:
Sixth Months from Approval if Not Renewed or Made Permanent

NEXT REVIEW DATE:

POLICY STATEMENT:

Satisfactory Academic Progress (SAP) is a federally mandated standard required by the Higher Education Act of 1965, as amended. SAP ensures that students receiving Title IV federal financial aid and state aid programs are progressing toward degree completion in a timely manner while maintaining minimum academic standards.

This policy formally adopts Kentucky State University's SAP requirements as the framework for determining financial aid eligibility. Students must meet qualitative, quantitative, and maximum time frame standards in order to remain eligible for financial aid programs.

DEFINITIONS:

Qualitative Progress: The GPA standard a student must maintain (2.0 for undergraduates; 3.0 for graduate students).

Quantitative Progress (Pace): The percentage of attempted credit hours that must be successfully completed (67%).

Maximum Time Frame (MTF): The period in which students must complete their program, defined as 150% of the published program length.

Earned Hours: Successfully completed courses with grades of A, B, C, D, Pass, and accepted transfer hours.

Attempted Hours: All earned hours plus W, F, MP, and I grades, with specific exceptions outlined in University guidelines.

SAP Appeal: A formal process by which students may request reconsideration of aid eligibility due to documented extenuating circumstances.

PROCESS:

- **SAP Evaluation**

  - SAP is evaluated for all students receiving federal student aid at the end of each semester.
  - All three standards (GPA, completion rate, and maximum time frame) must be met.

- **Qualitative Progress**

  - Undergraduate students must maintain a minimum cumulative GPA of 2.0.
  - Graduate students must maintain a minimum cumulative GPA of 3.0.

- **Quantitative Progress (Pace)**

  - Students must successfully complete at least 67% of all attempted credit hours.
  - Withdrawals, incompletes, and repeated courses count as attempted but not earned hours.

- **Maximum Time Frame (MTF)**

  - Students must complete their degree within 150% of the published program length.
  - All attempted hours, including transfer, remedial, and test credits, count toward MTF.

- **Appeals**

  - Students who fail to meet SAP may submit a written appeal to the Office of Student Financial Aid.
  - Appeals must include:
    - A typed letter explaining the extenuating circumstances.
    - Documentation supporting the claim (limited to 10 pages).
    - A plan for academic success demonstrating resolution of prior issues.
  - The SAP Appeals Committee reviews appeals within 2–3 business days.
  - If approved, the student is placed on probation or an academic plan and monitored each semester.

- **Monitoring and Follow-Up**

  - Students on an SAP contract are subject to midterm prescreening.
  - Non-compliance with SAP contracts results in immediate suspension of aid.

- **Notification**

  - Students receive electronic notification of their SAP status after evaluation or appeal decision.
  - Possible statuses include: In-Progress, Deferred, Approved, Denied.

- **Limitations**

  - Students may only submit one appeal per semester.
  - Lack of funds is not considered an extenuating circumstance.

REFERENCES AND RELATED MATERIALS:

Higher Education Act of 1965, as amended
Title IV Federal Student Aid Regulations
Kentucky State University Academic Catalog
Kentucky State University Student Handbook

CONTACTS:

Subject	Office	Telephone	E-mail
General Questions	Financial Aid	(502) 597-5960	finaidmail@kysu.edu

HISTORY:

Revision Type	Date of Issuance/Revision	Drafter(s)/Editor(s)
Issued (New Policy)	September 2025	Financial Aid