

## **Continuing Financial Aid Eligibility & Financial Aid Satisfactory Academic Progress at Kalamazoo College**

Kalamazoo College wants to assure that its students progress toward graduation in a timely and successful fashion, therefore financial aid provided from institutional, federal and state funds is offered only to students who are making **Financial Aid Satisfactory Academic Progress**.

It is important to note that the Financial Aid Satisfactory Academic Progress Policy is separate and distinct from the College's academic probation policies that are administered by the Committee on Academic Standards.

### **WHO DETERMINES IF A STUDENT IS MAKING FINANCIAL AID SATISFACTORY ACADEMIC PROGRESS?**

The Committee on Financial Aid Satisfactory Academic Progress (CFASAP), shall include the Dean of Enrollment (Chair), the Director of Financial Aid, the Registrar, the Dean of Students and the Assistant Provost for First-Year Experience/Director of Advising.

### **HOW OFTEN IS FINANCIAL AID SATISFACTORY ACADEMIC PROGRESS MEASURED?**

CFASAP meets every quarter following the Committee on Academic Standards' review of student grades to measure progress through that quarter. At the meeting following Spring Quarter, CFASAP reviews academic year closing cumulative GPA's as well as quarterly activity.

### **WHAT ARE THE 5 CRITERIA AND STANDARDS USED TO MEASURE PROGRESS?**

Financial Aid Satisfactory Academic Progress will be measured on the following five criteria:

1. **Grade Point Average (GPA):** The Committee on Academic Standards finds the student GPA sufficient for continued enrollment at the College. **STANDARD:** The Committee on Academic Standards has not academically dismissed the student.
2. **Length of time:** The maximum duration (number of quarters) of financial aid eligibility permitted to achieve graduation. **STANDARD:** The student will be eligible for financial aid only for those quarters which constitute a part of his/her program leading to graduation. Assistance will be limited to a maximum of 12 quarters (which will include study abroad quarters). *NOTE: Transfer student records will be reviewed by the Registrar and the Director of Financial Aid, and a decision will be made as to the appropriate maximum number of on-campus quarters for each transfer student.*

In some circumstances, a single additional quarter of *limited* funding for on-campus study may be granted with special approval of the Director of Financial Aid. Such a quarter must be necessary to graduation and may not be the result of failures, underloads, poor planning or affect the availability of aid for other Kalamazoo College students.

Students who require full financial aid funding beyond the basic standard of twelve quarters may appeal in writing to CFASAP. In very unusual circumstances, CFASAP may authorize up to two additional quarters of assistance from sources for which the student is eligible which do not affect the availability of aid for other Kalamazoo College students. The additional quarters granted may never be extended to permit a student to obtain aid for a period that exceeds 6 years of full-time study, or a similarly pro-rated time period for study that is not full-time.

3. **Grades of ‘F’ or ‘NC’:** The limit to the number of grades of F or NC received in a given quarter. **STANDARD:** Any quarter in which 2 F's or NC's are accumulated will not meet the standard for number of F's. Students who fail to meet this standard will be placed on Financial Aid Satisfactory Academic Progress Probation.
4. **Ratio of attempted to completed units:** The ratio is a comparison of the cumulative number of units attempted by each student to the units successfully completed by that student, as a measure of progress toward timely completion of the program. **STANDARD:** The standard for timely completion will be a ratio of cumulative units attempted to units completed as follows:

Units Attempted	Units Successfully Completed	Units Attempted	Units Successfully Completed
3	2	21	18
6	4	24	20
9	7	27	23
12	9	30	26
15	12	33	29
18	15	36*	32

The following grades indicate units not passed successfully: **F, NC, W, NG.**

*Note that CFASAP will first review all grades of W to determine whether such grades are awarded due to severe health problems, death in the family, or other mitigating circumstances. W's which are so designated will not be counted on either side of the ratio.*

In addition, when a student repeats a course, the removal of the first grade earned will yield an unsuccessful unit.

Students who fail to meet the above standard will be placed on Financial Aid Satisfactory Academic Progress Probation.

*\*If you need more than 36 attempts to complete your degree, you may petition CFASAP for permission to have an additional quarter of funding. Refer to item #2, Length of Time above.*

5. **End-of-year Cumulative GPA:** The end of year cumulative GPA is measured against a standard at the end of each academic year, excluding the freshman year. **STANDARD:** Every student must achieve a 2.0 cumulative GPA by the end of the sophomore year (close of Spring Quarter), and by the end of each academic year thereafter.

Failure to meet this standard will result in *immediate cancellation* of all future financial aid eligibility. However, when it appears there are mitigating circumstances, CFASAP reserves the authority to change the timing of cancellation.

#### **WHAT ARE THE CONDITIONS ASSOCIATED WITH FINANCIAL AID PROBATION?**

During the probationary period the student must:

- register for and complete 3 full units, in courses other than those numbered as a 200
- earn no grade of F, I, W, NC or NG
- earn no more than one grade of D

If the above conditions are not met, all financial aid for future quarters will be canceled. When it appears there are mitigating circumstances, CFASAP reserves the authority to change the timing of cancellation.

#### **WHEN IS MY FINANCIAL AID SATISFACTORY ACADEMIC PROGRESS PROBATIONARY STATUS CLEARED?**

In addition to meeting the conditions of financial aid probation, your record must meet all 5 of the criteria and standards listed earlier in this policy statement.

#### **WHAT IS THE PROCESS TO APPEAL A CANCELLATION?**

Since the Financial Aid Satisfactory Academic Progress Probation system allows every student at least one quarter to meet the terms of Financial Aid Satisfactory Academic Progress, cancellation should not be a surprise to any student. Appeals only will be heard by CFASAP and its decision will be final. Appeals must be in writing and sent to the Office of Financial Aid. Consider the following when petitioning for appeal to cancellation of financial aid.

- **Content:** The appeal must state the reason the student believes s/he deserves reinstatement, what has been accomplished in the interim between cancellation and proposed reinstatement, and a commitment to maintain Financial Aid Satisfactory Academic Progress in the future. It may also include any other information the student feels is relevant to the case.
- **Timing of Reinstatement:** CFASAP will normally require one full academically successful quarter to be paid entirely by the student before considering reinstatement. Only in rare cases will an exception to this expectation be made. CFASAP will normally require a minimum of one academic quarter before reinstatement of financial aid.

- **Conditions:** Students who are reinstated will be placed on Financial Aid Satisfactory Academic Progress Probation, and must meet the standards of such Probation during the first quarter following reinstatement. CFASAP may elect to set a higher or longer standard in any individual case.
- **Subsequent Cancellation and/or Appeal:** Only in unusual cases will a student be reinstated following a second cancellation. Third cancellations are always final.
- **Responsibility for Notifying Students:** The Office of Financial Aid shall notify the student of CFASAP's decision in writing. All communication to CFASAP should be sent to the Director of Financial Aid.

NOTE: Since all Kalamazoo College students are considered to be full-time, the standards within this policy are set for full-time enrollment. All standards will, however, function properly in the occasional term in which a student is not enrolled for three units.

If you find you still have questions or concerns about Financial Aid Satisfactory Academic Progress after reviewing this policy, please contact the Office of Financial Aid for assistance.

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Committee on Financial Aid Satisfactory Academic Progress