



Name of Policy: Maintaining Eligibility for Financial Aid and Satisfactory Academic Status (SAP)
Source: Financial Aid
Form to Complete: N/A

**Policy:**

Kansas City Art Institute is required to establish minimum academic standards that students must meet to be eligible for both institutional and federal financial aid. To receive financial aid, all students must meet these minimum standards. Failure to meet one or both minimum standards for two consecutive semesters means a student will no longer be eligible to receive financial aid. The maximum timeframe to receive federal aid to complete a bachelor's degree cannot be longer than 150% of the published length of the education program. KCAI's Bachelor of Fine Arts degree is a 4-year program.

Students must meet both a qualitative (GPA) and a quantitative (total number of hours successfully completed) requirement to maintain satisfactory academic progress (SAP).

Qualitative Requirement – minimum cumulative GPA of 2.0

Quantitative Requirement – complete and pass a minimum of 67% of cumulative credit hours attempted

Merit and competitive scholarship recipients are required to maintain a higher minimum standard to renew their scholarship. Click [here](#) for more information.

Transfer hours included in a student's program are calculated into the cumulative attempted and earned credits, but are not factored into the KCAI cumulative GPA.

## Factors That May Impact Your SAP:

**Change in Major** - All attempted credits will be included in your total attempted hours regardless of a major change.

**Audited Courses** - Audit grades are not considered in attempted coursework and will not be included in your completion rate.

**Repeat Coursework** - Repeated courses will count toward your total attempted hours qualitative evaluation. If you repeat a course and earn a grade of C or better, you can apply for grade forgiveness. With grade forgiveness, the original D or F grade remains on your transcript, but is no longer included in your cumulative GPA; only the higher grade will be calculated as part of the qualitative cumulative GPA requirement. All attempted hours will be included in the quantitative completion rate. You may repeat a course two times and receive financial aid for the course.

**Incomplete Courses** - Incomplete courses are included in your total credits attempted rate, but are not calculated in your completion rate until you are assigned a final grade. The registrar's office will notify the financial aid office after an incomplete grade has been updated and your SAP will be recalculated.

**Remedial Courses** - Remedial courses are not accepted or offered at KCAI.

**Withdrawals** - A course with an earned grade of "W" is included in attempted hours.

Both credit hours attempted versus earned (quantitative) and cumulative GPA (qualitative) are evaluated at the end of each semester. If you do not meet one or both of these requirements you will be placed on financial aid warning for one semester. A notification will be sent to your KCAI email account informing you that you have been placed on a warning status. During this warning period you will continue to receive federal aid. If, upon completion of the warning period, you do not meet the minimum requirements, you will be placed on financial aid suspension and lose your federal aid.

You may appeal your suspension status by submitting a letter to the Director of Financial Aid. The appeal letter must include the following information:

- Why you failed to make satisfactory academic progress; i.e., death of a relative, injury or illness or other extenuating circumstances
- What actions will you take to ensure you will meet the minimum requirements, if reinstated

The SAP appeal process will be combined with the academic dismissal appeal hearing process. If you appeal your academic dismissal status you do not need to submit a separate appeal for SAP.

If a suspension appeal is approved by the Director of Financial Aid or through the academic dismissal appeal process, the following will occur:

- You will be placed on an academic plan that will be made in collaboration with your academic advisor or follow the academic plan that was developed during the academic dismissal process
- After a copy of your academic plan is provided to the financial aid office, you will be placed on financial aid probation for one semester and allowed to retain your federal aid

At the end of the financial aid probation period, if you:

- have met SAP requirements, you will be removed from financial aid probation
- have not met SAP, but are complying with your academic plan you will remain eligible for federal aid and will be removed from financial aid probation
- have not met the requirements of your academic plan, and if a hardship exists, you will be allowed an additional appeal and if approved, you will be allowed to retain your federal aid
- have not met SAP or the requirements of your academic plan and either did not appeal due to a hardship or the appeal was denied, you will no longer qualify for federal aid

#### Regaining Eligibility After Financial Aid Suspension

- If you are suspended from KCAI, but are eligible to return after a successful appeal for readmission, federal aid eligibility will be reinstated