

## What is Satisfactory Academic Progress (SAP)?

Federal regulations, HEA Sec. 484(c), §668.16, 668.34, require all schools participating in Title IV federal financial aid programs to have a [Satisfactory Academic Progress \(SAP\) policy](#) that conforms to the requirements detailed below. These requirements apply to all students as one determinant of eligibility for financial aid.

- Your SAP status is based on your entire academic record, at all schools attended (includes all transferrable hours), regardless of whether you received financial aid.
- SAP is calculated each semester after grades have been posted to academic history by the [Office of the Registrar](#).
- If, after the first term of attendance you are not making SAP, you will be put on a Warning status and allowed to keep aid for one term. Your continued eligibility will be determined after the next term checkpoint.
- If your SAP status is **Failure** after the check is performed, you will not qualify for financial aid for the following term.
- If your SAP status is **Failure** and you cannot mathematically attain SAP requirements following the next term, an appeal will not be permissible. Documented mitigating circumstances may allow continued eligibility on a case-by-case basis and will require an academic plan.
- **Please note: When exceeding the maximum time frame for your degree you will not receive a warning term.**
- A student may appeal their SAP Failure status only twice during their academic career at KSU. Documented mitigating circumstances may allow additional appeals on a case-by-case basis.

## What is an SAP Appeal?

Appealing the suspension of your financial aid due to your failure to meet the SAP requirements set forth by Kennesaw State University go to [https://appeals.kennesaw.edu/sap\\_appeal.php](https://appeals.kennesaw.edu/sap_appeal.php) and complete the form . If your SAP failure was due to [extenuating circumstances](#), you may be eligible for reevaluation of your financial aid eligibility by the SAP Appeals committee.

Appeals submitted by the 5th day of each month will receive the Appeals Committee decision by the 20th of the month. Decisions will be sent to your student email address and are mailed via US Mail. Please be sure submit your appeal in a timely fashion to meet payment deadlines. The Appeals Committee meets once a month to review any appeals submitted by the 5th of each month.

Satisfactory Academic Progress has qualitative and quantitative requirements as follows:

### Qualitative (GPA)

- 2.0 cumulative GPA for an undergraduate student or
- 3.0 cumulative GPA for a graduate student

### Quantitative (Completion Ration and Maximum Time Frame)

- Undergraduate students must complete their degrees before reaching 150% of the number of hours required for their degree (for most students this is 185 attempted semester hours) and earn at least 67% of the hours they attempt.
- Graduate students must complete their degrees before reaching 150% of the number of hours required for their degrees and earn at least 67% of the hours they attempt

## Instructions for Submitting an Appeal

1. Complete sections 1-4 of the appeal form (all sections are required). Form located [online](#).
2. Attach the REQUIRED documentation requested on the appeal form.
3. Write your name and KSU ID# at the top of each documentation page.
4. All documentation must be submitted when you submit your appeal. Any documentation submitted after you submit the appeal may not be used for consideration. Supporting statements cannot be from family members. Supporting statements must be SIGNED and on professional letterhead.

## SAP Appeal Requirements

- A typewritten explanation of extenuating circumstances associated with Failure Status. Indicate how these circumstances have changed so that you can comply with regulations in the future.
- Attach supporting documents to corroborate extenuating circumstances mentioned in the letter. Include a "student plan of action" for academic improvement. **\*This requires that you meet with your Academic Advisor and receive a plan for getting back in good academic standing.**
- Attach at least one letter of support from someone that can substantiate the extenuating circumstances. This individual should not be a family member. Examples would include a medical doctor, clergy, professional, etc.
- Attach the SAP Appeal form.
- The appeal form must be provided to the Financial Aid Office within the prescribed dates as noted on the SAP Appeal Form. Failure to provide these within the prescribed dates will result in a delayed determination.
- An objective committee, composed of selected individuals outside the Financial Aid Office, determines whether the appeal is approved. The decision of the Appeals Committee is final and cannot be appealed further.

**\*NOTE:** *Schedule your academic advising appointment early! Know SAP deadlines for each term. Failure to wait until appeals deadline could result in you not getting the advising appointment on time to complete the process. Plan ahead!*

**IMPORTANT:** The Satisfactory Academic Progress (SAP) policy for financial aid differs from the University's standards for academic eligibility. It is possible to be eligible for enrollment but ineligible for financial aid and vice versa. If you have questions regarding aid eligibility, please contact the Office of Student Financial Aid at [finaid@kennesaw.edu](mailto:finaid@kennesaw.edu).