

# KANSAS CITY ART INSTITUTE

Name of Policy: Maintaining Eligibility for Financial Aid and Satisfactory Academic Status (SAP)
Source: Financial Aid
Date Revised: July 2018
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 the 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 Requirements – minimum cumulative GPA of 2.0

Quantitative Requirements – complete and pass at least 75% of the 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.

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

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

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

Students appealing their academic dismissal status do not need to submit a separate appeal for SAP. The SAP appeal process will be combined with the academic dismissal appeal hearing process.

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

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

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

- have met SAP requirements, they will be removed from financial aid probation
- have not met SAP, but are complying with their academic plan they will remain eligible for their federal aid and will be removed from financial aid probation
- have not met SAP or the requirements of their academic plan, they will no longer qualify for federal aid