All students, including students transferring to FKCC from another institution, must meet FKCC's standards of satisfactory progress for financial aid. The requirements for these standards are set by federal regulations.

Students must meet ALL of the following minimum standards:

- Maintain a minimum, cumulative 2.00 Grade Point Average (GPA) each semester, and
- Successfully complete at least 67% of credit hours attempted with grades of A, B, C or D, including transfer courses accepted, and
- Complete the degree within the 150% timeframe of the published program length (i.e. an associate degree of 60 credit hours must be completed within 90 credit hours)

How are the above calculations made?

**Current FKCC Students:** All coursework taken at Florida Keys Community College, including courses taken as part of another program of study, are included in determining Satisfactory Academic Progress. SAP is calculated at the end of each semester.

**Transfer Students:** FKCC considers the transfer cumulative GPA in the evaluation of progress. SAP is calculated before the first semester of attendance.

For financial aid purposes, being enrolled in a course for credit (or developmental coursework) beyond the official drop/refund deadline counts as an attempt. Satisfactory progress includes all previous academic history, even if the student did not receive financial aid.

**GPA Calculation:** Successful completion of a course means an earned grade of A, B, C, or D. However, a grade of D is passing below average. All other grades (F, I, W, and FN) are considered unsuccessful completions and will impact progress determination.

**Completion Rate:** The formula for calculating the completion ratio: total hours earned divided by total hours attempted. The resulting percentage must be 67 percent or greater.
Process for Students Not Meeting SAP:

<table>
<thead>
<tr>
<th>What Happens...</th>
<th>Your Financial Aid Status Will be...</th>
<th>What you need to do</th>
</tr>
</thead>
<tbody>
<tr>
<td>If your cumulative GPA drops below 2.0</td>
<td>Warning - You are still eligible for financial aid</td>
<td>Raise your cumulative GPA to 2.0 or higher by the end of the semester to avoid financial aid suspension.</td>
</tr>
<tr>
<td>If your cumulative GPA drops below a 2.0 while on warning status</td>
<td>Suspended - You are not eligible for financial aid</td>
<td>Raise your cumulative GPA to 2.0 or higher (at your own expense) to become eligible for financial aid. Or you may appeal if you have extenuating circumstances. Documents to support extenuating circumstances are required (<a href="http://www.fkcc.edu/business-services/financialaidforms/">http://www.fkcc.edu/business-services/financialaidforms/</a>)</td>
</tr>
<tr>
<td>If you do not have an overall completion rate of 67% or more</td>
<td>Warning - You are still eligible for financial aid</td>
<td>Raise your completion rate to 67% or higher by the end of the semester to avoid financial aid suspension.</td>
</tr>
<tr>
<td>If you do not have an overall completion rate of 67% or more while on warning status</td>
<td>Suspended - You are not eligible for financial aid</td>
<td>Raise your completion rate to 67% or higher (at your own expense) to become eligible for financial aid. Or you can appeal if you have extenuating circumstances. Documents to support extenuating circumstances are required (<a href="http://www.fkcc.edu/business-services/financialaidforms/">http://www.fkcc.edu/business-services/financialaidforms/</a>)</td>
</tr>
<tr>
<td>If you attempt over 150% of your program of study (remedial coursework not included)</td>
<td>Suspended - You are not eligible for financial aid</td>
<td>You can appeal if you have extenuating circumstances. Documents to support extenuating circumstances are required (<a href="http://www.fkcc.edu/business-services/financialaidforms/">http://www.fkcc.edu/business-services/financialaidforms/</a>). If your appeal is approved you are required to successfully complete 100% of all classes and maintain an overall GPA of 2.0 or higher.</td>
</tr>
</tbody>
</table>

Notification of SAP Status:
Students are sent notification their SAP status to their FKCC email address. It is the responsibility of the students to monitor their satisfactory progress. The absence of an email notification of SAP status is not grounds to dispute financial aid eligibility.

Reinstating Financial Aid: The Appeal Process
Florida Keys Community College will accept an appeal for financial aid suspension if extenuating circumstances affected the student's ability to meet the satisfactory progress requirements. Appeal forms are available from the Financial Aid Webpage (http://www.fkcc.edu/business-services/financialaidforms/). Students have 30 days from their email notice of suspension status to file a SAP appeal request and submit the required supporting documentation of extenuating circumstances. Appeals submitted after the 30-day deadline will be denied.
Appeals are granted for extenuating circumstances only as defined below:

- **Extenuating circumstances that may be considered include:** personal illness or accident, serious illness or death within immediate family, active military duty, or other circumstances beyond the reasonable control of the student.
- **All appeals must be in writing:** an SAP Appeal Form, SAP Academic & Degree Completion Plan, and supporting documents are required.
- **Examples of documentation:** may include an obituary notice, divorce decree, or a letter from a physician, attorney, social services agency, parole officer, employer, etc.
- **Students will be notified:** through their FKCC email account of the results of the appeal and of any restrictions or conditions pertaining to their appeal.

The Director of Financial Aid is responsible for determining the outcome of the appeal. Students who disagree with the Director of Financial Aid’s decision may appeal to the Student Services Appeals Committee. The decision of the Student Services Appeals Committee is final.