

Campbellsville University
Office of Financial Aid
Satisfactory Academic Progress Policy

Satisfactory Academic Progress Policy (Clock Hour)

Federal regulations require that all students who receive any federal or state financial assistance make measurable academic progress toward a degree at Campbellsville University. Progress is determined quantitatively (hours attended) and qualitatively (cumulative grade average). Progress is monitored at the conclusion of spring and summer semesters.

SAP is a requirement of all students enrolled in the Cosmetology Training program. Written notices of SAP standing will be provided to students at the time of evaluation. Copies of evaluations, as well as appeal results, will be kept in the student's file. Students that withdraw and re-enroll will return under the same SAP status as when they left, regardless of how long he/she has been out.

In order to meet SAP students must maintain specified grade levels. They must also proceed through the course at a pace leading to completion in the maximum time frame as defined below. SAP evaluations are at the scheduled end of each payment period (every 450 clock hours) per academic year for the cosmetology program. If a subsequent academic year is more than 450 hours and less than 900 hours, payment periods are equal to one half of the that academic year. If a subsequent academic year is 450 hours or less then it is considered one payment period. SAP evaluations are always concurrent with the scheduled end of a payment period.

For this program an academic year consists of 900 clock hours over a period of not less than 26 weeks.

Enrollment

A minimum standard for full-time enrollment is attending all scheduled clock hours in the academic program for any given week.

Quantitative

Students must attend 67% of cumulative attendance average in any given period of enrollment to be considered making satisfactory progress. For one payment period of 450 clock hours, students would have to attend 301.5 hours to be considered making SAP.

Quantitative

Students must meet the academic requirement of maintaining a 70% grade point average to be considered making satisfactory progress.

Students may lose eligibility for financial from Title IV HEA program funds, and may be subject to termination from the program if they do not meet the above requirements.

School holidays are considered in the calculation of cumulative attendance. Course incompletes are not applicable and have effect on SAP standards. Clock hours from another institution toward the student's educational program are counted as attempted and completed.

Maximum Time Frame

Maximum time frame for students will be 120% of the time it would take to complete the scheduled hours for the program. Time frames are based on schedule of attendance. For example, if a student's

schedule allows for completion within 58 weeks/1800 clock hours with no absence, the maximum time frame for that student at 120% would be 69.6 weeks and 2160 clock hours.

Notification of Results

Students that do not meet the Satisfactory Academic Progress requirements will be notified via mail within two weeks of the conclusion of the semester.

How to Regain Eligibility

Quantitative-Maximum Time Frame

To regain eligibility, you must graduate and advance to a new career level.

Quantitative

To regain eligibility, attend clock hours at your own expense in the subsequent payment period and meet the standards according to the cumulative clock hours completion ratio outlined under the heading **Quantitative**. Once you have completed the given number of clock hours and earned passing grades, you will need to notify the Office of Financial Aid to complete a clearance form.

GPA

To regain eligibility, attend clock hours at your own expense at the Campbellsville and raise your cumulative GPA to the acceptable standard. Once you have completed the courses and raised your GPA, you will need to notify the Office of Financial Aid to complete a clearance form.

Right to Appeal

If there were extenuating circumstances (injury, illness, death of a relative) that prevented you from meeting the standards of our Satisfactory Academic Progress Policy, then you have a right to file an appeal with the Committee for Financial Aid Appeals. In this appeal you must explain the following items: 1.) The reason why you did not meet Satisfactory Academic Progress and 2.) What has changed now that will allow you to make satisfactory academic progress at the next evaluation.

If your appeal is approved, you will be placed on probation for one term, and after the probationary period, you must be making satisfactory academic progress in order to continue to receive financial aid. You will be notified via mail or email the results of your appeal.