

Effective Beginning 2012

Federal regulations require all schools participating in Title IV federal financial aid programs to establish, publish and apply standards to monitor progress toward completion of degree. Students receiving federal, state and or institutional financial aid must be in good academic standing and making Satisfactory Academic Progress (SAP) as outlined in the requirements below. Good Academic Standing means that a student is not on academic exclusion or learning support dismissal. Satisfactory Academic Progress is the advancement of the student toward his or her degree objective in a manner consistent with the prescribed policies of Kentucky Horseshoeing School.

- SAP status is based on the student's entire academic record, at all schools attended, regardless of whether the student received financial aid
- SAP status is calculated at the end of each term, after the Registrar's Office has posted grades to the student's academic history
- Students are considered to be making SAP during their first term at KHS, unless the student's prior SAP standings at a former institution reveals they were on Exclusion or Learning Support Dismissal
- The student's academic year is 26 weeks and 960 clock hours. The institution's Intermediate Farrier course is 24 weeks and 960 clock hours and student's progress is measured at the midpoint of 480 clock hours and the herein stated Standards of Academic Progress are allied. Since the course weeks are less than the standard academic year, student's eligibility for the Federal Pell Grant and the Federal Direct Student Loans will be reduced by $24/26 \times$ the amount of the eligible grant and or loan. This means that students will receive 92% of the amount of their grant or loan eligibility

I. Academic Requirements

Students meeting ALL of the following requirements are considered to be SAP OKAY and can be considered for financial aid or reinstatement of financial aid:

- A. Qualitative Measure: Maintain a minimum cumulative Grade Point Average (GPA) of 2.0. A, B, C, D, and F grades are used to calculate a student's GPA. Transferable units from prior colleges are not included in the GPA calculation.
- B. Quantitative Measure (Pace of Progression): Receive credit for at least 67% of the total hours attempted. Withdrawals (W), Incompletes (I), No Credit (N, NC), and Failing (F) grades are considered hours attempted. Transferable hours from prior colleges will be included when determining a student's pace of progression.
- C. Maximum Timeframe: Have attempted less than 150% of the maximum cumulative hours required for completion of their program.
 - i. Up to 30 hours of remedial coursework may be excluded from the student's cumulative units attempted.
 - ii. All repeated coursework and courses disregarded under Academic Renewal will be included in units attempted.
 - iii. All units from prior colleges will be included when determining a student's maximum timeframe. The Financial Aid Office reserves the right to require official academic transcripts from all prior colleges attended before determining a student's financial aid eligibility.
 - iv. If at any point in time it is determined that the student cannot complete their course of study within the maximum timeframe, the student will be immediately disqualified from future financial aid for the remainder of his or her program, even if he or she is meeting the current SAP standards outlined above.

II. Academic Warning

If a student does not meet all cumulative academic requirements outlined in Section I at the end of a grading period, the student will be placed on WARNING status. Students who are placed on WARNING status may continue to attend for through the next grading period of four weeks, after which the student must meet the requirements outlined in Section I. Kentucky Horseshoeing School (KHS) Financial Aid Satisfactory Academic Progress (SAP) Policy Students who complete a term on WARNING must have their academic progress reviewed before their eligibility for the following term is determined.

III. Academic Disqualification

If a student does not meet all cumulative academic requirements outlined in Section I at the end of the WARNING term, the student will be placed on academic DISQUALIFICATION. Generally, a student who is disqualified may reestablish financial aid eligibility by meeting all cumulative SAP criteria outlined in Section I.

IV. Appealing Academic Disqualification

Under certain conditions, students placed on DISQUALIFICATION may file an appeal for consideration of reinstatement of academic eligibility. The following are examples of reasons a student may file an appeal:

- a. Unable to complete their course of study within the maximum timeframe because of a change of academic major
- b. Documented serious injury, illness or medical condition requiring a doctor's care
- c. Death of an immediate family member (copy of death certificate is required)
- d. Documented extenuating circumstances that were beyond the student's control

THE FOLLOWING ARE NOT CONSIDERED EXTENUATING CIRCUMSTANCES BEYOND A STUDENT'S CONTROL:

- e. Personal problems not requiring professional intervention
- f. Poor time management
- g. Unaware of academic progress policies or other college requirements
- h. Not following placement test recommendations
- i. Not following an Academic Counselor's recommendations
- j. Transportation problems
- k. Child care problems

To file an appeal, the student must submit an Appeal for Reinstatement/Petition for Extension, academic plan, and a typed statement to their campus's Financial Aid Office. The typed statement must indicate the circumstance(s) that prevented the student from making SAP and what has changed to allow the student to make SAP at the next evaluation. Supporting documentation must be submitted for any terms where there was a lack of progress.

The Financial Aid Office reserves the right to limit the number of academic appeals a student may file to one appeal per term. Non-disclosure of information such as other colleges attended is a basis for denial. Once denied, the student may not be allowed to submit another appeal until the next term. All decisions made by the Financial Aid Office are final and there is no higher appeal process.

V. Approved Appeals - Academic Probation

Students on an approved appeal are considered to be on PROBATION. Students on PROBATION must meet ALL of the following requirements each term to maintain academic eligibility:

- A. Be enrolled in and attending an eligible program for the purpose of completing an AA/AS degree, transfer requirement, or certificate program,
- B. Follow the academic plan outlined by the Financial Aid Office,
- C. Receive credit for at least 75% of the total units attempted, AND
- D. Achieve a minimum GPA of 2.5

(If all classes are taken on a credit/non-credit basis, the GPA requirement will not apply).

Students who complete a term on PROBATION must have their academic progress reviewed before their eligibility for the following term is determined. Due to the short time period between terms, there will be at least a three week delay in the notification of eligibility. If eligible, any disbursements of student aid will also be delayed. If a student meets all requirements outlined in Section V during the PROBATION term, the PROBATION status will continue for the following term.

Kentucky Horseshoeing School (KHS) NONDISCRIMINATION STATEMENT: KHS complies with all federal and state rules and regulations and does not discriminate on the basis of race, color, national origin, gender or disability. This holds true for all students who are interested in participating in educational programs and/or extracurricular school activities. Harassment of any employee/student with regard to race color, national origin, gender or disability is strictly prohibited. Inquiries regarding compliance and/or grievance procedures may be directed to the college's Financial Aid Office.
