

Financial Aid Satisfactory Academic Progress Policy and Instructions for Academic Plan Form

Federal regulations require Kutztown University to establish, publish, and apply standards of satisfactory academic progress for financial aid eligibility. This worksheet is used for the purposes of planning a student's progress toward graduation and to estimate units completed for the purpose of determining eligibility.

INSTRUCTIONS FOR STUDENT

Read the financial aid satisfactory academic progress requirements below.

Make an appointment with your advisor to review, complete, and sign the form by January 30, 2023.

FINANCIAL AID SATISFACTORY ACADEMIC PROGRESS POLICY

To be in good standing for federal aid, both undergraduate and graduate students must meet the following standards:

1. Successful completion of $\frac{2}{3}$ of the total cumulative credits attempted in a given semester.
2. Maintain a cumulative GPA of at least 2.0 at the end of each period of enrollment (fall//winter, spring, summer).

DEFINITION OF EARNED CREDITS

Earned credits are credits for which a grade of A, B, C, D, or Pass in a Pass/Fail course has been received. Grades of F, FN, NG, Audit, I, W, and Fail in a Pass/Fail course do not count as earned credits. Only credits earned from a course in which the student was actually enrolled are counted in calculating financial aid progress. AP credits, CLEP credits, credits received by challenge exam, and credits received as a result of placement testing to determine proficiency are not used to determine financial aid progress.

REPEATED CLASSES

Every time a class is repeated, it will be included in cumulative credits attempted. *However*, the repeated course will only be counted as credits earned the first time a passing grade is received.

If you are unable to attend a workshop and need to complete it to meet a university requirement (e.g., Financial Aid, UEC Petition) you must contact success@kutztown.edu.

WEEK	TOPIC	DAY	DATE	TIME	PRESENTER	LOCATION
1	Orientation KU Succeed	TUES	1/24/2023	11:00 AM		AF 203
1	Plan for Success: Syllabus Mapping 101	THURS	1/26/2023	11:00 AM		AF 203
2	Work Smarter not Harder: Time Management Strategies	TUES	1/31/2023	11:00 AM		AF 203
2	KU Technology: D2L, Email, MyKU and Starfish	THURS	2/2/2023	11:00 AM		AF 203
3	Learning about Learning Styles	TUES	2/7/2023	11:00 AM		AF 203
4	Maximizing Tutoring and Professor Office Hours	TUES	2/14/2023	11:00 AM		AF 203
5	Calm the Nerves: Test Taking & Anxiety Management Strategies	TUES	2/21/2023	11:00 AM		AF 203
6	Great Grades Begin with Great Notes	TUES	2/28/2023	11:00 AM		AF 203
7	Remember What You Read & Resources	TUES	3/7/2023	11:00 AM		AF 203
8	NO WORKSHOP – SPRING BREAK					
9	Advisement 101 with Dr. Fares	TUES	3/21/2023	11:00 AM		AF 203
10	Don't Miss the 411: Balancing Campus Involvement & Networking	TUES	3/28/2023	11:00 AM		AF 203
11	Be SMART about your Goals	TUES	4/4/2023	11:00 AM		AF 203
12	Turn Stress Into Success	TUES	4/11/2023	11:00 AM		AF 203
13	Growth vs. Fixed Mindset	TUES	4/18/2023	11:00 AM		AF 203
14	Staying Motivated and Disciplined: Time Management Strategies	TUES	4/25/2023	11:00 AM		AF 203
15	End the Semester with Success: Finals Prep	TUES	5/2/2023	11:00 AM		AF 203

Register here: <https://www.cognitofrms.com/KutztownUniversity5/KUSucceedRegistrationSpring2023>

Financial Aid Academic Plan Contract

Student Name: _____ KU ID#: _____

Please use your initials to agree to the following Financial Aid Academic Plan terms and conditions for your Financial Aid Satisfactory Academic Progress appeal. Failure to comply with any or all of the requirements listed below may lead to cancellation of your federal financial aid:

I have reviewed a copy of the Financial Aid Satisfactory Academic Progress Policy (page 1) and understand I must meet the satisfactory academic progress requirements in order to be eligible for federal financial aid.

I will meet and make use of a program checksheet with my Academic Advisor to determine the number of credits and courses needed to complete my educational goals.

I understand it is my responsibility to be aware of add/drop deadlines listed on the Office of the Registrar's webpage:

I am aware Withdrawals (W), Incompletes (I), and Failing (F) grades will impact my financial aid eligibility.

I understand as a condition of my approved appeal I am agreeing to an Academic Plan. While on the academic Plan I must complete 100% of the credits I am enrolled in this semester and obtain a minimum 2.5 GPA.

I am required to register and actively participate in the KU Succeed program, offered by the Center for Student Success & Academic Excellence located in the lower level of the Rohrbach Library, and understand this is a semester-long commitment.

I understand the KU Succeed program is 10 points of contact; 4 workshops (page 2), 4 individual meetings, 1 meeting with the Career Development Center, and 1 meeting with your Academic Advisor. These 10 points of contact are documented in Starfish for you to see and follow. Attendance is **mandatory** and **monitored**.

Register for the KU Succeed program at the link below:

<https://www.cognitoforms.com/KutztownUniversity5/KUSucceedRegistrationSpring2023>

I acknowledge by signing below I have read and understand the information contained in this Academic Plan contract. If there is any information I do not understand, I will seek clarification from Financial Aid Services before signing this Academic Plan contract.

Student Signature: _____ Date: _____

COMPLETE AND SIGN THIS FORM BY JANUARY 30, 2023

**Financial Aid Satisfactory Academic Progress
 Academic Plan Form**

Student Name:
 Email:
 Major:

KU ID#:
 Cumulative GPA:
 Advisor:

Students with an approved financial aid progress appeal and a GPA below 2.8 may **ONLY** enroll in 4 classes. Students with a GPA of 2.8 or higher who are not meeting the 66.67% completion rate may enroll in more than 4 classes in consultation with Financial Aid Services. A minimum 2.5 GPA and 100% credit completion is needed at the end of the appeal semester to receive a continued appeal. Students who meet all of the financial aid satisfactory academic progress requirements at the end of their appeal term will not need a continued appeal.

Academic Plan Semester _____ Year _____
 Student Signature _____ Date _____

***** Must be completed by Academic Advisor *****

Credits earned to date: _____ Expected graduation date: _____

Number of credits needed to graduate: _____

Student schedule for appeal semester

Course Subject	Course Number	Section Number	Credits	Repeat

Additional recommendations?

Advisor Signature: _____ Date _____

Approved by: _____ Date _____

Financial Aid Counselor