**Appendix O**



**Satisfactory Academic Progress and Attendance Policies**

Satisfactory Academic Progress

**SATISFACTORY ACADEMIC PROGRESS FOR FINANCIAL ASSISTANCE RECIPIENTS**

Section 668.16(e) and 668.34 of the Code of Federal Regulations, Title IV, Student Assistance General Provisions requires that students receiving federal financial assistance be making “satisfactory academic progress” toward an educational goal (degree) in order to be eligible for Federal Title IV financial aid. These programs include:

* Federal Pell Grant
* Federal Iraq and Afghanistan Service Grant
* Federal Supplemental Educational Opportunity Grant
* Federal Teach Grant
* Federal Perkins Loan
* Federal Work Study
* Federal Direct Stafford
* Unsubsidized Federal Direct Stafford Loans
* Federal Direct PLUS Loans

This policy also includes all financial aid programs from the State of Kansas and Kansas Wesleyan University programs.

In order to be eligible and to remain eligible for the above listed programs, a student's academic performance must be in compliance with these standards. For the specifics of these standards, refer to the current university Academic Catalog. Look at page 32 in the [2019–20 Academic Catalog](https://www.kwu.edu/sites/default/files/1920%20Academic%20Catalog%20Final_1.pdf) and go to the section titled “Satisfactory Academic Progress Standards."

Kansas Wesleyan Academic Scholarships have separate academic eligibility requirements to receive and to renew (retain in the following year) and to potentially upgrade (increase) your scholarship level. For specifics on these scholarships, the Kansas Wesleyan University webpage called "[KWU Scholarships and Other Programs](http://www.kwu.edu/future-students/tuition-fees/financial-aid/kwu-scholarships)."

**Class Attendance and Credit Hour Requirement Policy**

<https://www.kwu.edu/institutional-tests-and-assessment-requirements>

## **Class Attendance and Credit Hour Requirements**

Class attendance is expected in all classes and students are expected to plan accordingly, giving classes priority. Professors will provide in each class the attendance standards necessary for passing the course. These will be distributed as part of the syllabus, which will also be on file in the ~~Executive Vice President/Provost’s~~ Provost’s office. The policy recognizes the validity of university-approved activities, but does not excuse students from completing all work for the course. Requests for excused absences from classes shall be emailed to faculty by the Athletic Director or sponsor one week or as soon as possible before the events occur. The ~~Executive Vice President /Provost~~ Provost shall monitor the requests and intervene as necessary. Students are expected to contact faculty members directly and in advance of absences. Faculty members will allow excused absences for all students involved in the referenced activities and events and accommodate the students by offering them opportunities, without penalty, to either make up the work or do work ahead of time to meet course requirements. All lecture classes will meet for 50 minutes per credit hour with an expectation that two hours of outside work will be completed per credit hour. Intensive courses, including APS and MBA programs, will have additional outside work to meet this standard, therefore a student should have 45 hours of direct teaching and/or outside work for each credit hour.

Class Attendance; KWU 2018-2019 Academic Catalog, printed p. 25

<https://www.kwu.edu/academics/office-of-the-registrar/course-catalogs>

Class Attendance Class attendance is expected in all classes, and students are expected to plan accordingly, giving classes priority. Professors will provide in each class the attendance standards necessary for passing the course. These will be distributed as part of the syllabus, which will also be on file in the Provost’s Office. The policy recognizes the validity of university-approved activities but does not excuse students from completing all work for the course. Requests for excused absences from classes shall be sent to faculty by the Athletic Director or sponsor one week, or as soon as possible, before the events occur. The provost shall monitor the requests and intervene as necessary. Students are expected to contact faculty members directly and in advance of absences. Faculty members will allow excused absences for all students involved in the referenced activities and events and accommodate the students by offering them opportunities, without penalty, to either make up the work or do work ahead of time to meet course requirements. Attendance is measured through classroom participation, completion of assignments, engagement in activities, and attending class on time. Online attendance is measured by assignments submitted on the first day, the third day, and throughout the duration of the course. Faculty will record attendance through the current Learning Management System.

**Credit Hour Requirements**

[~~http://www.kwu.edu/sites/default/files/Supplement%20A2.pdf~~](http://www.kwu.edu/sites/default/files/Supplement%20A2.pdf)

The institutionally established equivalencies to the federal definition of the credit hour at Kansas Wesleyan University are provided below. These standards apply to both undergraduate and graduate courses offered in face-to-face, hybrid, or online classes.

For each credit hour per semester, classes that meet in a face-to-face format must include one 50-minute period with the instructor and two hours of outside class work for approximately 15 weeks.

1 credit hour = 50 minutes contact + 100 minutes outside work over 15 weeks for a total of (50+100) x 15 weeks = 150 x 15 weeks = 2,250 minutes of student effort. This meets 34 CFR §668.8(l)(2)(ii)(A) expectation of a semester hour equating 37.5 clock hours of instruction or 37.5 x 60 minutes = 2,250 minutes (1 clock hour of class room, 2 clock hours outside work = 3 clock hours; 2,250 minutes ÷ 3 = 750 minutes/credit hour).

Academic credit is offered by the semester credit hour and is based on 750 minutes of instruction per credit hour awarded. This means 1 credit hour = 15 clock hours with the clock hour defined as 50-60 minutes. This is consistent with the Department of Education credit hour definition, as stated earlier in 34 CFR §600.2.2

Seven hundred and fifty (750) minutes of instruction per credit hour awarded applies to all courses despite length of term or period of time within a term in which the course is offered in face-to-face delivery formats. All hybrid courses are calculated by both face-to-face and distance education standards that equate to 750 minutes to one credit hour.

Credit Hour; KWU 2019-2020 Academic Course Catalog, printed p. 26

<https://www.kwu.edu/academics/office-of-the-registrar/course-catalogs>