

Your Path, Your Promise

### Kalamazoo Promise Satisfactory Academic Progress (SAP) Standards

The Kalamazoo Promise is very generous and flexible in order to assist students in pursuing their unique post-secondary education. Included in this generosity are minimal Satisfactory Academic Progress (SAP) standards that are used to determine continuing eligibility for Promise funding.

The Promise uses two factors to evaluate academic progress: GPA and credits earned. A student who completes all courses paid for with Promise funds each semester with at least a 2.0 (C) GPA meets those standards and is in good standing with The Promise.

We understand that sometimes life gets in the way of a student's best efforts. This document is designed to help students understand their options if this happens.

Kalamazoo Promise Satisfactory Academic Progress Standards												
<ol style="list-style-type: none"> <li>Complete*, with a passing grade, a minimum of the credit hours paid by The Kalamazoo Promise per the table below</li> <li>Earn a 2.0 (C) grade point average (GPA) each semester</li> <li>Maintain a 2.0 (C) cumulative grade point average (GPA)</li> </ol>												
Credits	Part-time											Full-time
Credits paid for by the Promise	1	2	3	4	5	6	7	8	9	10	11	12 or more
<b>Minimum number of credits required to complete*</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>5</b>	<b>5</b>	<b>5</b>	<b>7</b>	<b>7</b>	<b>7</b>	<b>9</b>

\*A **completed credit** is defined as a passing grade (2.0 or C or higher) or receiving credit for credit/no credit courses. Lost credits include any credits the Promise has paid for lost due to late withdrawal, incomplete, zero or no-credit earned.

### Student Academic Standing with The Kalamazoo Promise

Students utilizing their scholarship are assigned one of the following academic statuses based on the above criteria.

Promise Status	Conditions of Student Promise Status	Promise Funding
Good Standing	Student continuously meets SAP standards in their Kalamazoo Promise funded coursework	Promise funding approved for the following semester
Probation	Student does not meet SAP standards <b>AND</b> earns at least one credit for the most recent semester	Promise funding is approved for one conditional semester <b>Student must meet SAP standards in their Probation semester or they move to a Suspension status</b>
	Note: If you determine that it is not in your best interest to take more than 12 credit hours, please contact your student advocate or The Promise office to request approval for taking less than 12 credits during a semester.	
Suspension	Student in probation status and does not meet SAP standards <b>OR</b> a student utilizes Promise funding and does not earn at least 1 credit for the most recent semester.	<b>Promise funding is put on hold pending approved extended probation or reinstatement</b>
Extended Probation	Student was in suspension status, appeals and is approved for extended probation <b>OR</b> Student was in suspension status and completes the reinstatement process	Promise funding is approved for one conditional semester <b>Student must meet SAP standards in their Extended Probation semester or they move to a Suspension status</b>
	Note: Students on Extended Probation who meet SAP standards and still have a cumulative GPA below 2.0 may work with their advisor to extend their success plan and stay on Extended Probation.	

Note: See details on next page regarding requesting Extended Probation or Reinstatement of your Promise scholarship.



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### Promise Student Advocate

Every Promise scholar is assigned a Promise student advocate who will help you navigate and personalize your Promise, including the Promise Satisfactory Academic Progress standards. Log into your student portal for your advocate's contact info at [portal.kalamazoopromise.com](http://portal.kalamazoopromise.com) or contact the main Promise office at [info@kalamazoopromise.com](mailto:info@kalamazoopromise.com) or 269.337.0037.

### Extended Probation Request

A student with a status of Suspension may request Extended Probation by contacting their Promise student advocate.

Requirements for Extended Probation with The Kalamazoo Promise:

1. Contact your Promise student advocate, who will explain the process and go over what a success plan looks like
2. Develop and commit to a success plan with your Promise student advocate (KVCC/WMU students) or an academic advisor at your institution (all other schools). **See a template for a success plan on the following page and complete it or an equivalent**
3. If your advocate approves extended probation, you will be approved for an additional, conditional semester of Promise funding
4. You agree to reach out to The Kalamazoo Promise if they need additional support in following their success plan or are unable to meet regularly with the advisor as listed on their plan

Failure to meet Promise Satisfactory Academic Progress or to follow the agreed success plan may result in suspension of your Promise scholarship.

If a student meets Promise SAP in the current semester but their cumulative GPA is still below a 2.0, they may remain on Extended Probation, provided they extend their success plan with their student advocate.

### Reinstatement Request

A student's Promise award may be reinstated from suspension by successfully completing courses (not paid by The Promise), with a 2.0 or higher GPA, from an accredited post-secondary institution equal to the number of credits the student was enrolled when their Promise award was suspended. Qualifying credits may be taken over multiple semesters. See the following table:

Credits	Part-time			Full-time
Credits funded by The Kalamazoo Promise in the previous term that resulted in a Suspension status**	1-5 credits	6-8 credits	9-11 credits	12 or more credits
Number of credits required to be <i>completed</i> * to submit a Reinstatement Request	3	6	9	12

\*A **completed credit** is defined as a passing grade (2.0 GPA) or receiving credit for credit/no credit courses. Lost credits include withdrawal, incomplete, zero, or no-credit earned courses.

\*\*If you are not sure how many credits you took the semester you were suspended from The Promise, you can log into your student portal at [portal.kalamazoopromise.com](http://portal.kalamazoopromise.com) or contact The Promise office.

Submit a reinstatement request to Perla Ascencio, Associate Administrator at [pascencio@kalamazoopromise.com](mailto:pascencio@kalamazoopromise.com) and include a copy of a transcript of credits earned that meet the reinstatement requirements.

### Questions?

For additional questions, special circumstances or for more information related to Promise Satisfactory Academic Progress standards, **contact Angelita Aguilar, Director of Credential Completion** at [aaguilar@kalamazoopromise.com](mailto:aaguilar@kalamazoopromise.com) or 269.870.0207 (text to set up a phone or personal conversation).

Exceptions to the above policies and requirements may only be granted by the Executive Director or the Director of Credential Completion at The Kalamazoo Promise.



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### Success Plan for Extended Probation with The Kalamazoo Promise

Please create a plan with an academic advisor at your institution using this template or an equivalent format. Include your advisor's name and email and return to your Promise student advocate. Please list the semester and year you are requesting Extended Probation

Student Name:	College/Institution:
Semester / Year:	College ID:
Academic Advisor:	Advisor email:

#### Plan Details

<b>Course(s) &amp; number of credits</b> <i>*We recommend you consider taking 7 credits for your extended probation semester</i>	
<b>Plan to meet regularly with advisor</b> <i>(Required)</i>	
<b>Review of financial aid</b> <i>(if needed, including use of TIP, Pell Grant or other scholarship benefits)</i>	
<b>Career goals &amp; aspirations</b> <i>(ex. major, job, stackable credential plan, internships)</i>	
<b>Specific goals</b> <i>Create specific goals for student success</i>	
<b>Notes on responsibilities outside of classes &amp; barriers</b>	
<b>Academic/organizational strategies</b> <i>including academic resources available at institution</i>	
<b>Additional resources to address barriers</b> <i>(ex. referral to outside agencies, community resources)</i>	

