

## ***Financial Aid Office*** ***Satisfactory Academic Progress Policy*** ***2021-2022***

In accordance with the U.S. Department of Education and State of Illinois student aid regulations, HCC is required to establish minimum standards of Academic Progress to qualify for federal and state financial aid. The purpose of the policy is to ensure that students are making progress toward the completion of their education program. The College's Satisfactory Academic Progress (SAP) policy is subject to change without notice to comply with federal or state regulations, or HCC Board of Trustees policy or action.

### **Financial Aid Programs Covered**

The SAP policy applies to students who are requesting or receiving funds from the following federal, state and HCC financial aid programs: Federal PELL Grant, Federal Supplemental Education Opportunity Grant, Federal Work Study, Federal Direct Student and Parent Loans, Illinois Monetary Award Program (MAP) grant, Federal Education Benefits, All College Foundation Scholarships, Illinois Veterans Grant program (IVG) and Illinois National Guard Grant Program (NG). *(Note: IVG and ING only require students to meet the cumulative grade point average requirements of this policy.)*

### **Evaluation of Academic Progress**

Recipients of financial aid will be evaluated twice a year (fall and spring semesters) for satisfactory academic progress. Summer term will be calculated at the end of fall term. At this time, a student either will be placed in **good standing** or will be in **suspended/denial status** for financial assistance for future enrollment periods. The student must meet all three progress requirements: completion rate, grade point average, and maximum time frame requirements to remain in good standing. ***Students will be notified by the Financial Aid Office if they are placed in denial/suspended status for financial aid.*** However, it is the student's responsibility to know their status and if eligible for financial aid.

### **Criteria for Satisfactory Academic Progress**

#### **1. Completion Requirement**

To remain in good standing for Satisfactory Academic Progress, a student must have completed at least 67% of the total number of hours attempted at Heartland Community College.

Students not earning 67% of the hours attempted will be placed in suspended/denial status for future financial aid consideration until they bring their completion rate back to 67%.

Only grades of A, B, C, D\*, or P are considered successful completion for 100 level or higher courses. Although passing and credit is earned, courses graded with a (D)\* will lower cumulative GPA. **Grades of A, B, C, or P are considered successful completion for developmental courses. (W) Withdrawals, (FW) Instructor Withdraws, (I) incompletes, (AU) audits, (NC) no-credit, (R) repeats and (F) failures count towards credit hours attempted, but not completed.** (Note: repeated and remedial courses are included to determine if you meet the cumulative completion rate standard).

Examples of Completion Requirement:

<i>Total Credit hours earned at HCC /</i>		<i>Total Credit Hours attempted at HCC</i>	
24	divided by /	36	= <u>66.666%</u> suspended <67%
28	divided by /	36	= <u>77.777%</u> good standing >67%

## 2. Grade Point Average Requirements

A student must maintain a grade point average that is consistent with the graduation requirements for his/her program. Students who have earned 45 credit hours or more at Heartland Community College must maintain a minimum cumulative college GPA of 2.0 or higher. Transfer hours, earned repeated courses, earned remedial courses and military credits are calculated as earned credit hours. Remedial or non-credit course grades are not calculated toward GPA, but could impact completion and maximum time limit requirements.

## 3. Maximum Time Limit Requirements

A student's eligibility for financial aid will be suspended at the point where 150% of the total hours required, as stated in the college catalog, have been attempted for the associate degree and/or a certificate program. Hours attempted is the sum of all Heartland Community College credit hours ***including (W) Withdrawals, (FW) Instructor Withdraws, (I) incompletes, (AU) audits, (NC) no-credit, (R) repeats, (F) failures and all accepted transfer credits from other schools, count towards credit hours attempted, but not completed*** whether or not financial aid was received.

Examples of 150 percent Maximum Time Frame:

<i>Credit hours required to Complete Academic Program</i>	<i>Number of Attempted Credit Hours Eligible for Financial Aid</i>
24	36
60	80

### \*Students with Degrees

Students who have already completed an associate or higher degree are no longer eligible for financial aid. Students with degrees may appeal by completing the Petition to Receive Financial Aid beyond the Maximum Limit form and submitting all documents required on the form. Appeals may be granted for additional coursework required to complete selective admission programs, 2<sup>nd</sup> degree programs or certificates.

## 4. Scope of Evaluation

### Courses Included in Evaluating Satisfactory Academic Progress (SAP) Status

Per federal regulations, all credit hours on your HCC transcript including:

1. Those that financial aid did not pay for;
2. credit hours forgiven by the HCC appeal policy;
3. dual credit hours;
4. transfer hours as presented on HCC transcripts;
5. All developmental hours (developmental hours are not calculated in the GPA).

### Courses NOT included in Evaluating Satisfactory Academic Progress (SAP) Status

Vocational studies (for example, prefixes CE, VOC, ESL), continuing education courses, and audit courses are not eligible for financial aid and are not counted for financial aid purposes including satisfactory progress.

## 5. Repeat Credit Hours

Financial aid will cover the cost of tuition for repeating a course if a failing grade has been received for all previous attempts of the course. In cases where a minimum passing grade is required, financial aid will cover the cost of tuition and fees for multiple repeats of the course if the minimum required passing grade has not previously been achieved. **NOTE:** If a course is repeated, only the highest grade is used in the calculation of the cumulative GPA but all will remain on the transcript and all are counted toward **attempted** for financial aid purposes.

## 6. Developmental Courses:

Financial aid will cover the cost of tuition and fees for a maximum of 30 hours of developmental course work. Developmental is defined as any sub-100 level course. All developmental courses are counted toward attempted and completed coursework for financial aid purposes.

## Financial Aid Status Definitions

**Financial Aid Eligible Status (Good standing):** Students who have no academic record or who meet all three progress requirements: completion rate, grade point average, and maximum time frame requirements may receive financial aid if otherwise eligible. Eligible students are often referred to as (Meets) as being in good standing.

**Suspension Status:** Students previously who fail to meet all three progress requirements: completion rate, grade point average, and maximum time frame requirements, or who are on probation status and fail to meet the terms of their probation contract are placed on suspension status and are not eligible to receive financial aid, including loans.

**Denial/Suspended status will prevent the student from receiving any Title IV financial assistance until satisfactory academic progress is achieved.**

**Probation Status:** Students who have a suspension appeal granted are placed in probation status and eligible for financial aid for one semester. Students who have maximum time frame appeal granted are placed on probation status for the terms specified by a plan of action approved thru appeal process. Following the completion of a probationary semester and the student does not meet the terms of his/her

probation contract or plan of action, they become ineligible for financial aid. Students who comply with the terms of their probation or plan of action will continue to be eligible for financial aid under terms specified by SAP policy or individual plan of action until plan expires.

## **Appeal and Reinstatement**

Students who at any time exceed the maximum time frame status (150 percent) or earn a degree will no longer be eligible for financial aid, including loans. **Students who have exceeded the maximum time frame or have earned an associate degree or higher may appeal by completing the Petition to Receive Financial Aid beyond the Maximum Limit form and submitting all documents required on the form.**

Students in suspended status for conditions other than maximum time frame or 150%, may appeal their denial status by submitting a written request to the Financial Aid Appeals Committee. The appeal must include a detailed explanation of the exceptional or unforeseen circumstances which existed, as well as any **pertinent documentation** that may support the appeal. [Unforeseen circumstances MAY include hospitalization of the student, death of an immediate family member, separation for self/parents or relocation due to employment.] Likewise, official transcripts from all previous schools attended must accompany the appeal or received by records office. Appeal forms are located below or paper copies are available in the Financial Aid Office.

### **Appeals will be considered for eligible applicants only if All of the following criteria exist:**

1. There are exceptional /unforeseen circumstances that existed that prevented the student from meeting the standard(s); AND
2. The student can realistically meet satisfactory academic progress requirements within a reasonable time frame.
3. Official Transcripts are on file with the institution or provided with appeal.
4. The deadlines for appealing satisfactory academic progress denial status are listed below. Appeals received after this day **will not be considered** until the next semester.

If you meet the qualifications to appeal, you must complete a Satisfactory Academic Progress Appeal form. Print the completed appeal form, sign it, attach any supporting documents, and submit to the Financial Aid Office. Due dates for appeals are listed on the appeal form. The appeal form may be accessed at: <http://www.heartland.edu/documents/financialAid/forms01/F01SAPappeal.pdf>

\*Submission of appeals that have been previously denied two times will be reviewed at the discretion of the SAP appeals committee. **All SAP Appeals Committee decisions are final.**

**Students may also earn their way back to good standing by attaining a cumulative 2.0 GPA and a 67 percent overall completion rate.**

The Committee will review the appeal, as well as any supporting documentation, and provide a written explanation of the decision to you within 30 days of the appeal submission. Students should plan to pay tuition, fees and books out of pocket while awaiting the outcome of the appeal.

**Violation of Satisfactory Academic Progress does not prevent enrollment at Heartland Community College; however, the student must pay for all courses on his own.**