Standards of Satisfactory Academic Progress Policy

As it pertains to students receiving Financial Aid at Highland Community College, this policy is to ensure that all students meet the federal, state, and local financial aid program requirements for eligibility (Title 34, Section 668.16, U.S. Department of Education Federal Regulations).

The Satisfactory Academic Progress Policy of Highland Community College consists of:

- a maximum time frame requirement
- a completion requirement
- a minimum grade point average requirement

The grade point average, cumulative completion rate and maximum time frame requirements are evaluated at the end of each academic semester. The completion of a degree or certificate is evaluated after the second semester at Highland Community College and re-evaluated each semester thereafter.

Maximum Time Frame Requirement (the 150% rule)

The maximum time frame students have to complete their degree from the time they enter college shall be no longer than 150% of the credit hours required for the completion of the degree or certificate. All semesters of enrollment at HCC will be considered, even if financial aid was not received during a particular semester. (Example: A degree requiring 62 credit hours would have a maximum of 93 attempted credit hours of available financial aid). Students that have exceeded the Maximum Time Frame Requirement will be placed on Financial Aid Termination. Time limits for Veteran’s benefits are determined by Veteran’s programs.

Completion Requirement (50% semester/67% overall)

Semester requirement:
Each semester at HCC, a student must complete at least 50% of their hours attempted or be placed on Financial Aid Probation. If the student fails to complete at least one class in a semester, the student is immediately placed on Financial Aid Termination.

Cumulative requirement:
At the end of the student’s second semester, and subsequent semesters, the student must complete a minimum of 67% of all attempted credit hours while at HCC. Failure to meet the minimum percentage standard will place the student on Financial Aid Probation.

Grade Point Average Requirement

In order to receive Federal, State, and/or HCC Foundation financial aid funds, a student must remain in good academic standing. The Highland Community College minimum standards are:

1.75 after attempting 12 credit hours
2.00 after attempting 24 credit hours
Only grades earned at HCC are counted in this requirement. Grades are calculated for all eligible courses, not just college level courses. The GPA requirement evaluates the student’s entire academic career at HCC. A student placed on academic probation is on Financial Aid Probation. A student on academic probation and not showing academic improvement will be placed on Financial Aid Termination.

**Financial Aid Probation (definition)** - When a student fails to meet the minimum standards of one of the requirements (completion or grade point average), the student is on Financial Aid Probation. A student may stay on Financial Aid Probation for one semester.

**Financial Aid Termination** - A student is ineligible for any type of educational benefits while on Financial Aid Termination. The student may appeal the Termination status (see Student Appeal Procedure). A student is placed on Financial Aid Termination status upon two successive semesters of Financial Aid Probation or AFTER ANY SEMESTER for a reason specifically described in the requirements (time frame, completion, GPA). A student placed on Financial Aid Termination will not be eligible for financial aid for the next semester of enrollment.

**Grades** - Successful completion includes only grades of A, B, C, D, P, R or S.

- Withdrawals after the no-record drop date, count as enrolled hours but do not count as successfully completed hours.
- Repetition of a course which has been successfully completed only counts as enrolled hours when and if the course is designed to be repeated or the repetition is required for graduation.
- Developmental courses count as enrolled hours if they are deemed necessary for successful completion of a program.
- Incomplete grades (I) count as enrolled hours but do not count as successfully completed hours.

**Appeal Procedure**

If a student feels that extenuating circumstances (such as student illness, injury, or death of a relative) prevented the achievement of Satisfactory Academic Progress as defined above and resulted in the termination of eligibility for financial aid, the student may write a letter of appeal to the Director of Financial Aid. The letter must be accompanied by the documentation necessary to support the student’s claim. The five-member Financial Aid Appeals Committee (Dean of Enrollment Services, Manager of Accounting, Director of Financial Aid/Veterans’ Affairs, Academic Advisor and a member at large) will determine if the student will have financial aid reinstated. The decision of the Financial Aid Appeals Committee will be final.

If the student’s letter of appeal is denied, successful completion of 6 credit hours or more at Highland Community College with a G.P.A. of 2.00 or greater for a semester after Financial Aid Termination may reestablish the eligibility for financial aid if the student has met the qualifying requirements.

**I certify that I have read and understand the above Standards of Satisfactory Academic Progress.**

Signature ______________________ Social Security Number ______________________

Name (printed) ______________________ Date ______________________

(Effective Spring 2009) PLEASE SIGN and RETURN THIS FORM