



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, 668.32 and 668.34 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.

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 and hours transferred from other institutions that are accepted by 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). Financial aid is limited to 30 credits of remedial level courses, but all remedial credits attempted are counted towards attempted hours. 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

Semester requirement:

If the student does not successfully complete any classes in a semester, he/she is immediately placed on Financial Aid Termination.

Cumulative requirement:

Students must complete at least 67% of all courses taken. **This includes all courses taken at HCC and transfer courses accepted by HCC.**

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 **Warning status**. A student on academic probation and not showing academic improvement will be placed on Financial Aid Termination.

Financial Aid Warning (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 Warning. A student may stay on Financial Aid Warning 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 Warning 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 until the student meets SAP.

Financial Aid Probation- A student is on probation if he/she fails to make satisfactory academic progress and who has appealed and has had eligibility for aid reinstated.

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 submit an appeal to the Director of Financial Aid. The letter must be accompanied by the documentation necessary to support the student's claim. The Financial Aid Appeals Committee (Including representatives from Admissions, Finance, Financial Aid, Advising 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. **Students will be notified of the final decision through their HCC email. Only if the student does not have a current HCC email account will the notification be made by US mail.**

If the student's letter of appeal is denied, eligibility for financial aid is reestablished by meeting the Standards of Academic Progress outlined in this policy.

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

Signature _____ **Student ID Number** _____

Name (printed) _____ **Date** _____

PLEASE SIGN and RETURN THIS FORM