



## **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 – fall, spring and summer. This policy affects any student that has, or will apply for financial aid regardless of enrollment status or educational program. Students on Termination and Warning Status are notified via their HCC email after each evaluation.

### **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.**

**Students who change their major or choose to pursue a 2<sup>nd</sup> degree will have all credits previously attempted under their old major/degree counted against their new major/degree's time frame.**

(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. Credits from which the student has withdrawn are counted towards the maximum time frame. 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. It is the responsibility of the student to follow their academic plan while on probation.

**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. Incomplete grades are not included in the GPA calculation.

### **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 and a completed academic plan. 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.

## **Repeated Coursework**

Effective July 1, 2011, Federal Financial Aid regulations limit the number of times a student may repeat a course and receive federal financial aid for that course. The regulations state that a student may receive federal aid when repeating a course that was previously failed regardless of the number of times the course was attempted and failed. Once the passing grade is received, the student may receive federal financial aid for only one repeat of the course. Failing grades include F, U, I or W; Passing grades include A, B, C, D, R, P or S.

An exception to the new regulation is repetitions of previously passed courses mandated by the school policy due to students failing *other* course work. An institution may not pay a student for retaking previously passed courses if the student is required to retake those courses because the student failed a different course in a prior term.

The regulations do not affect Highland Community College's policies governing whether a student may retake coursework, including repeating courses to achieve a higher grade. The regulations only apply to determining enrollment status for title IV, HEA program purposes.

Students enrolled in a program that requires students to enroll in a course on a continuing basis (using the same course number) would not be considered to be retaking coursework provided the course content was different for each term. Note that simply changing the syllabus for a course that is offered every term does not mean that students can receive aid repeatedly for the same course.

Examples of repeated coursework that may be counted towards enrollment status:

- Student receives a failing grade. He/she may repeat a failed course until it is passed.
- Student receives a 'D' grade in a course which requires a 'C' grade for his/her major. He/she may repeat the course one time.

Example of repeated coursework that may not be counted towards enrollment status:

- Student receives a grade of 'D' then repeats the course and receives another grade of 'D'. If the student decides to repeat the course a second time, the course would not count towards his/her enrollment status.

Note that all courses affect financial aid standards of satisfactory academic progress calculations. All repeated coursework counts as attempted credits regardless of whether financial aid was received.

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

Signature \_\_\_\_\_ Student ID Number \_\_\_\_\_

Name (printed) \_\_\_\_\_ Date \_\_\_\_\_

**PLEASE SIGN and RETURN THIS FORM**