

Highland Community College Satisfactory Academic Progress Requirements

Federal regulations require that students receiving Federal Financial Aid, including Pell Grants, Supplemental Educational Opportunity Grants, Federal Work Study, and Federal Direct Student Loans, maintain satisfactory academic progress towards a degree or certificate in order to be eligible to receive Federal aid. Progress will be measured at the end of each semester according to three factors: 1) a semester and cumulative grade point average (GPA); 2) completion of credit hours; 3) and the time frame allowed for completing a certificate or degree.

Students in Good Standing

Students maintaining the following minimum criteria will be in good standing for Federal Aid purposes.

- 1) GPA-A minimum 2.0 GPA measured by semester and cumulative credit hours. All hours except for developmental and audit hours are counted in a student's GPA. Developmental hours are included as hours paid and passed, but are not calculated in the GPA. Audit hours are NOT considered for financial aid.
- 2) Minimum Completion Rate-Students must complete 67% of all hours attempted. This will be measured by semester and cumulative hours. Completion rate is calculated as follows:
Hours completed/(divided by) Hours attempted *(multiplied by) 100 = Completion Percentage
- 3) Maximum Time Frame 150%- Two-year degree seeking students may not receive financial aid for more than 150% of the required hours to complete a degree. At HCC, students may not receive Federal aid for more than 95 hours. Calculation: HCC degrees require students to complete 63 credit hours. $150\% * 63 = 94.5$ (rounded to 95).

Warning Status

Students who have been in good standing, but fail to meet the minimum requirements stated above will be placed on warning for the following semester of attendance, but will continue to receive Federal Financial Aid. During the warning semester, students must attempt and complete a minimum of six hours. At the end of the warning semester, students must have a semester and cumulative 2.0 GPA and must have a 67% cumulative completion rate. There is no Warning status for students who have exceeded the Maximum Time Frame of 150%. Additionally, there is no warning status for students receiving all "F's," "W's," or "WF's" during any semester of attendance. These students will go directly into suspension status.

Transfer students or students with prior college credit hours at Highland Community College who fail to meet the required HCC SAP policy will be placed on warning for the first semester of attendance at HCC.

Suspension Status

Suspension means that a student's eligibility for Federal grants, direct loans, and federal work-study has been suspended due to not making Satisfactory Academic Progress. Suspension from Federal Student Aid will occur if a student on Warning or Probation (see below) does not meet the requirements for Good Standing. Suspension will also occur if a student has exceeded the Maximum Time Frame stated above. Students will be able to attend HCC if reinstated (see below).

Reinstatement

Students who are suspended from financial aid will receive a suspension notification letter at the end of the semester. There are two ways that a student may be reinstated.

1. Appeal-Students with documented mitigating or unusual circumstances may complete an online appeal form and submit appropriate documentation requesting reinstatement from the Satisfactory Academic Progress Committee. The decision of the committee is **final**. Students should submit their appeal form and documentation any time after receiving notice of suspension (or withdrawing) and no later than midterm of the semester before they want to reenroll. Allow approximately three weeks for processing. SAP appeals will be approved only once per academic career.
2. Self-Reinstatement-If there is not an extenuating documented circumstance to appeal or if the appeal is denied, a student may be reinstated after successfully completing and paying for one semester of credit at Highland Community College. In that semester, the student must attempt and complete a minimum of six hours with Highland Community College, have a semester and cumulative GPA of 2.0, and have a 67% cumulative completion rate. (Students may enroll in more than 6 hours and must complete all hours attempted during this period.) If a student owes a repayment of overpayment of Federal Student Aid, it must be taken care of before they can regain eligibility for additional Federal Student Aid. Student account balances must be paid in full before financial aid can be reinstated.

Students on suspension for Maximum Time Frame cannot appeal or self-reinstate, but must submit a separate Pace Appeal Form.

Probation

Probation occurs when a suspended student submits an appeal form to the SAP committee and the appeal is granted. Probation students will be eligible for federal aid for one additional semester. After the probationary semester students now meeting the required SAP standards will be placed back in Good Standing and will have their financial aid reinstated upon written request to the Director of Financial Aid. Students not meeting the required standards will no longer have the option to receive financial aid at HCC. Students may be allowed to attend HCC by paying for their education.

Maximum Time Frame

Students who have exceeded the 150% maximum time frame, as stated above, will need to submit a Pace Appeal Form. Students who do not have a 2.0 GPA or 67% completion rate will not be considered for a Pace Appeal. Pace Appeals are not reviewed until all previous college transcripts have been received and reviewed. Students must report all other colleges they have attended to the Financial Aid office. The Pace Appeal form will be reviewed in conjunction with the Academic Advising office to determine hours needed for degree completion or transfer. Students may be funded for the number of hours needed at HCC to finish their degree or hours needed for the degree completion institution. If students take classes not needed for their degree or transfer degree, then they will not have enough financial aid to complete. If a student runs out of fundable hours OR it is determined that no hours are needed, then the student is not eligible for additional financial aid. There is no appeal once a student is out of fundable hours. Students will not be allowed fundable hours for repeated, failed, or withdrawn classes.

Repeated Coursework

Passed Courses—Students needing to retake a previously passed course can receive financial aid for one additional attempt. A,B,C, or D is considered passed, regardless of the program of study.

Transfer Credits

All previous college attempted and completed coursework will be counted when determining a student's GPA, minimum completion rate, and maximum timeframe. Per federal regulations all hours must be counted regardless whether the student received financial aid for those hours or not.

HCC Student Status Definitions for Continued Attendance & Financial Aid Eligibility

Good Standing: Students who have a 2.0 semester **and** cumulative GPA; have completed 67% of all attempted hours; **and** have not attempted more than 95 cumulative hours. Will be eligible to receive financial aid.

Warning: Students who fail to meet the minimum good standing requirements listed above, but **may enroll and may** receive financial aid for one semester to be given the opportunity to get back in good standing.

Suspension: Students **will not** receive financial aid because they did not make satisfactory academic progress, even after the warning status period **or** have attempted more than 95 total credit hours. Students on suspension cannot enroll at HCC until they have requested reinstatement either by being granted an appeal or by self-reinstating.

Probation: Students who have been suspended for not meeting SAP, but applied for reinstatement and have been granted an appeal by the SAP committee. These students are eligible to enroll at HCC and are eligible for financial aid for one additional semester with the goal of earning the student in good standing status.

Self-Reinstatement: Students who have been suspended for not meeting SAP, but

a) requested an appeal for reinstatement that was denied by the SAP committee and now agree to take, pay for, and complete a minimum of six hours with the goal of getting back to the good standing student status. (May take additional hours, but must complete all hours in which they are enrolled.)

b) have applied to be self-reinstated and agreed to take, pay for, and complete a minimum of six hours with the goal of getting back to the good standing student status. (May take additional hours, but must complete all hours in which they are enrolled.)

Students who are self-reinstated may enroll at HCC, but are not eligible to receive financial aid.