

SATISFACTORY ACADEMIC PROGRESS POLICY

Indian Hills Community College (IHCC) is required to establish satisfactory academic progress (SAP) standards for students receiving federal and state financial aid in accordance with U.S. Department of Education regulations. The standards addressed below are applicable to all students receiving federal and state financial assistance administered by the IHCC Financial Assistance Office. Some scholarships may be governed by more stringent criteria specific to those awards. These are the minimum standards.

THE PURPOSE FOR SATISFACTORY ACADEMIC PROGRESS STANDARDS is to ensure that only those recipients demonstrating satisfactory progress toward the completion of their educational programs, in a timely manner, continue to receive financial aid.

Measurement of Academic Progress: Student SAP will be assessed at the end of each academic term (all summer sessions will be assessed at the completion of the full summer term with all courses combined as one term). Students must meet **all** the requirements listed below at end of each term as stated above to be considered satisfactory.

- 1. Successful Term Credit Hour Completion** - Successful completion standards by term are * below.
(See Additional Notes for completed/attempted details and determination of cumulative progression towards program requirements).
 - a) *Full-time students must successfully complete at least 6 credit hours per term
 - b) *Three-quarter-time students must successfully complete at least 4 credit hours per term
 - c) *Half-time students must successfully complete at least 3 credit hours per term
 - d) *Less-than-half-time students must successfully complete at least 2 credit hours per term (or 1 credit hour if initially enrolled for just 1 credit hour)

- 2. Cumulative Grade Point Average (GPA) Requirement** - (see Additional Notes for standards regarding -0- term GPA progress)
 - a) All students are required to maintain a minimum cumulative 2.0 GPA based on the number of credit hours completed (some program or scholarship standards may be higher).
 - b) Grades adding any point value (or indicating successful completion) to the cumulative GPA include; A, B, C, D, and P. Grades adding no point value to the cumulative GPA include; F and I. Grades not considered in the Cumulative GPA include; J, L, M, N, O, T, and W.

- 3. Pace** - is the measurement of the progression of a student through educational programs at Indian Hills as well as transfer credits accepted toward his/her declared major (please see Transfer Credit Policy in the IHCC Catalog). The calculation of Pace must be at least 67%.
 - a) $\text{Cumulative number of credit hours completed divided by the cumulative number of credit hours attempted} = \text{Pace}$

- 4. Maximum Time Limit to Complete Program of Study**
 - a) A student must complete their educational program in a reasonable length of time, which is defined as no more than 150% of the credit hours required for graduation, regardless of major changes.

For example: The Arts & Sciences program is 64 credits. The student cannot receive financial aid after 96 credits (the 150% length limit) have been completed (this includes credits earned at IHCC as well as credits transferred in to IHCC from another institution). Students may complete a SAP Appeal to allow continued Financial Aid due to 150% length limit (Program Plan).

- b) Hours attempted are the sum of all credit hours recorded at IHCC, for which tuition was charged (Census date enrollment) whether or not financial aid was received as well as all transfer hours accepted for credit towards the applicable program of study, all developmental education credits, all ESL credits, and all courses passed by examination.
- c) All repeats, withdrawals, failures, incompletes, and academic renewals/requitals will be included in the sum of term-equivalent, credit hours attempted.

5. Incomplete Grades: Please be aware, incomplete grades are calculated as F's until a grade change is received and processed by the Financial Aid Office; if you received an incomplete grade, your Satisfactory Academic Progress (SAP) status will be reviewed again, once the grade change is received.

TERMINOLOGY:

- 1. Financial Aid Warning** - The student failed SAP standards in a term in which he/she started in good standing. An exception to the initial term of Warning status is 2 (a) under Financial Aid Ineligible.
- 2. Financial Aid Ineligible (No Aid)** - The student failed SAP standards in a term in which he/she started in Warning, Ineligible, or Probation.
 - a) Any term with zero (-0-) academic activity (-0- GPA and/or -0- completion of credits) will immediately move the student to an Ineligible status regardless of the term starting status.
- 3. Financial Aid Appeal** - A petition for the waiver of Financial Aid Ineligibility.
- 4. Financial Aid Probation** - The status of a student at Financial Aid Ineligible who successfully appeals for financial aid reinstatement.

ADDITIONAL NOTES:

- 1. Warning Status Followed by Ineligible Status:** Any student failing to maintain the Satisfactory Academic Progress Standards will be placed on Satisfactory Academic Warning for the next enrolled term. A warning status will not prevent the student from receiving financial aid. Students may not be eligible for consecutive warning periods. The Warning period is meant to inform the student of potential academic problems and provide time for corrective action and intervention. If a student does not meet the satisfactory academic progress standards after the Warning period, Ineligibility (no financial aid eligibility) will be imposed. Ineligible status will prevent the student from receiving any Title IV or state financial assistance for future enrollment until such time as the student meets all satisfactory academic progress standards.
 - a) Students are encouraged to utilize the services at IHCC's SUCCESS Center for tutoring, testing, and other assistance designed to greatly increase their ability to persist with their educational goals.
 - b) Academic Advisors are also available to review IHCC educational opportunities for individual student needs and assist students in the development of an appropriate Academic Plan.
- 2. Completed/Attempted Credit Hours:** Only grades of A, B, C, D, and P are counted as meeting the required successful completion of credit hours attempted. Courses passed by examination (T), courses transferred in (L), courses audited (N), and high school articulation credits (M) do not impact cumulative GPA but do satisfy the successful completion Pace requirements. Failed courses (F), withdrawn courses (W), incomplete grades (I, J), and academic renewals/requitals (O) do not indicate successful completion of credit hours and may negatively impact Satisfactory Academic Progress.
- 3. Zero Academic Progress in Any Term of Enrollment:** In addition to the cumulative standards as addressed above (GPA and % Completed), a student will be placed on immediate financial aid Ineligible (no financial assistance eligibility) if any term results in -0- academic progress. Zero academic progress could result from total withdrawal, total failure of all enrolled courses, or a combination of both. Eligibility must be reinstated before further financial aid will be available. (Refer to Appeal and Reinstatement policies shown below).
- 4. Appeal:** If there were extraordinary circumstances contributing to the lack of academic progress, the student may appeal his/her ineligibility status by submitting a SAP Appeal to the Financial Assistance Office. Some

circumstances such as medical problems, illness or death in the family, relocation, or employment changes can be considered as extraordinary for an appeal. A complete SAP Appeal requires an Academic Advising Worksheet, SAP Appeal Form, Appeal Letter, and any supporting documentation. The SAP Appeal Form is accessible via hardcopy or online.

The Appeal Letter must contain information regarding WHY the student failed to make satisfactory academic progress; and WHAT HAS CHANGED in the student's situation that will allow him/her to demonstrate satisfactory academic progress at the next evaluation (student's next enrollment period).

If the SAP Appeal is approved by a review committee, eligibility for financial aid will be reinstated on a probationary level (the student will be moved from a NOAID/UNSATISFACTORY status to an Academic/Program Plan). The Academic Plan will be required if SAP is not feasible at the next measurement period (student's next period of enrollment).

- a) Acceptance of a SAP Appeal will result in a SAP status of "probation" and will be monitored each term to determine continuing eligibility.
- b) **Failure to adhere to the Academic/Program Plan will result in an Ineligible status.** At this point, the student will have the option to regain eligibility by taking action that brings his/her SAP measures into compliance with both the qualitative and quantitative measures (above) without the assistance of Federal or State funds. Circumstances that lead to the failure to maintain the conditions of the Academic/Program Plan would have to be extreme and documentable, to allow consideration of an additional Appeal.
- c) **Neither paying for one's classes nor sitting out a term affects a student's SAP standing, so neither is sufficient to re-establish eligibility if the academic measures aren't brought back into satisfactory range.**
- d) **Incomplete appeals will not be reviewed. The responsibility rests with the student for submitting their SAP Appeal in its entirety.**
- e) SAP appeals must be submitted for review before the end of the term that is being appealed.
- f) Ineligibility for financial assistance does not preclude the student from enrolling in subsequent terms and paying out of pocket.

The student will be notified in writing, of the decision of the Appeal Committee. **The student is responsible for charges on his/her account if the determination is negative and the Ineligible status remains in effect.**

5. Reinstatement: Students will have their financial aid reinstated by the Financial Assistance Office once all satisfactory academic progress standards are met, providing all other eligibility requirements remain the same. These SAP standards may be met at the student's own expense or through the appeal process.

6. Repeated Courses: Students are allowed to repeat courses at IHCC, but only the highest grade will be counted in the cumulative GPA. A student may only receive financial aid (Title IV aid) for 1 retake of a previously passed course. However all credits will be included in the total attempted credit hours for measurement of the 150% maximum length limitation on Title IV aid.

7. Remedial Courses: A student may receive Federal Title IV aid for up to one academic year's worth of remedial coursework. For IHCC, one academic year is 24 credit hours in 36 weeks (3 terms) so a total of 24 credit hours will be considered towards Federal assistance enrollment eligibility. However, eligibility will be monitored to determine the 150% point (see above) which includes remedial courses and may be monitored on a case by case basis (for effects of remedial courses) to establish progression towards graduation.

8. Transfer Students: After evaluation of a transfer student's Title IV aid records on the National Student Loan Data System (NSLDS), IHCC may request official transfer transcripts before student SAP eligibility can be determined. Warning or Ineligible terms may result from this evaluation. Only credit hours completed at IHCC will be used in calculating the cumulative GPA requirement, while the sum of all transfer credits as well as IHCC

credits will be included in total hours completed, for the measurement of the 150% maximum length limitation on Title IV aid. (see Completed/Attempted #2 above)

- 9. Withdrawal and Re-enrollment at IHCC:** A student who withdraws from IHCC and re-enrolls at a later date will re-enter with the same financial aid status in effect at the end of the term for which he/she withdrew.
- 10. Program Changes:** Students are allowed to make program changes within the scope of financial aid eligibility; however, if they are on academic warning/ineligible/probation, that status remains in effect. Program changes will be considered in the appeal process. All IHCC credits already completed will be counted towards the measurement of the 150% maximum length limitation on Title IV aid.
- 11. Consortium Agreements:** SAP will be monitored by the institution administering the student's Title IV aid.
- 12. Completion of All Required Coursework:** Once a student has satisfied all the required coursework for his/her program of study, eligibility for financial aid ends whether or not the student has received the actual degree or certificate.