

## FINANCIAL AID SATISFACTORY ACADEMIC PROGRESS POLICY

Revised 06/03/2019 Approved 10/24/2019

It is expected by the Department of Education (ED), Illinois Student Assistance Commission (ISAC), and Southeastern Illinois College that all financial aid recipients make reasonable academic progress. Students receiving federal, state, and veteran's educational benefits are required to meet the Financial Aid Standards of Academic Progress Policy as described below. All prior terms at Southeastern, transfer credits, consortium agreement credits, or dual credit classes are considered when evaluating your progress towards your certificate or degree program regardless if the student received financial aid. Satisfactory academic progress standards apply to all students, part-time or full-time, enrolled in both standard and remedial programs.

Satisfactory academic progress is based upon three categories: 1. Overall Grade Point Average (GPA) 2. Completion Rate 3. 150% Maximum Program Completion Time.

SAP is calculated after the Fall and Spring semesters, and the Summer term. Failure to meet these requirements results in financial aid probation. A student may continue to receive financial aid while on probation. Students have one semester to remediate their progress. Continuation for subsequent aid is contingent upon the probation semester. Failure to meet the satisfactory academic progress guidelines during the probation semester will result in financial aid suspension and disqualification from financial aid eligibility at Southeastern.

### **Programs Governed By This Policy**

#### Federal Student Aid Programs:

Federal Pell Grant

Supplemental Educational Opportunity Grant (SEOG)

Academic Competitiveness Grant (ACG)

Federal Work Study

#### Illinois Grant Programs: Monetary Award Program (MAP)

Illinois Veterans Grant (IVG)

Illinois National Guard (ING)

MIA/POW Scholarship

#### Private (non-federal) Alternative Loan Programs:

Varies by lender

#### Southeastern Programs:

Varies by division or department

#### Third Party or Private Donor Programs:

Varies by donor's requirements

#### Veterans Benefits:

Chapter 30, 31, 32, 33, 35, 1606, 1607 2

## **OVERALL GRADE POINT AVERAGE**

The student's cumulative grade point average (GPA) is determined at the end of Fall and Spring semesters, as well as Summer term. The institution's grading policies can be found in the college catalog. Students with an overall GPA below 2.0 will be placed on suspension status and will not be eligible for financial aid.

Example: During the fall semester, Melissa enrolled in 12 credit hours and earned a GPA of 1.9 during her first semester at Southeastern. The following semester, Melissa is placed on probation and able to receive financial aid. Melissa attends in the spring and earns an OGPA of 1.9. She would then be placed on suspension and disqualified to receive financial aid. Transfer credit is not transferred into student's GPA.

## **COMPLETION RATE**

Students must progress toward completion of their current academic program at an acceptable rate. Satisfactory academic progress standards require students to successfully complete (pass), with a GPA of 2.0 or better, 67% of attempted semester hours. Students not successfully completing (passing) 67% of semester hours attempted will be placed on suspension status and will not be eligible for financial aid. Grades of A, B, C, D, or P are considered completed courses. Grades of E, I, W, or WA are not considered complete and are unsatisfactory for maintaining this policy.

Repeats: Southeastern considers the highest grade received to calculate the cumulative grade point average. Each course is included as an attempted course.

Withdrawals: Courses dropped with a full refund or grades of "WX" or "WZ" are not counted in the calculation of attempted hours. Courses dropped after the full refund period and grades of "W" or "WA" are calculated in attempted hours.

Pass/Fail: Courses taken on a Pass/Fail basis do count as attempted semester hours.

Incompletes: Incomplete "I" grades are counted as attempted hours, though not calculated in the cumulative grade point average.

Remediation: Non-credit remedial courses are included in a student's program of study and therefore are included in calculation of OGPA and course completion rate. However, these courses are not included in the maximum time allowed to degree calculation.

Example: Melissa recently completed her first academic year of classes. The first semester she attempted 12 hours and completed 6 hours ( $6/12 = 50\%$  completion rate). Melissa did not complete the minimum 67% completion rate and therefore would be placed on financial aid probation. She is allowed to receive financial aid for the subsequent semester. The second semester she attempted 15 hours but only completed 9 hours. Her cumulative completion rate would be 14 completed hours (6 from first semester and 9 from second semester) divided by 27 attempted hours ( $14/27 = 52\%$  completion rate). Melissa would be placed on financial aid suspension for failing to meet the 67% requirement and disqualified from receiving further financial aid.

## **150% MAXIMUM PROGRAM COMPLETION TIME**

Students must complete their current academic program within expected reasonable time. A student may not exceed more than the 1.5 times the number of credit hours required for the degree/program. 3

Changing degree or program major, repeat courses, failing or incomplete grades prolong the total amount of time required to graduate. Students who exceed the maximum program completion time will not qualify for further financial aid.

Example: Melissa is enrolled in an academic program that requires 30 semester hours to complete. The maximum number of semester hours Melissa is allowed to attempt is 45, which is determined by multiplying 1.5 times 30 ( $1.5 \times 30 = 45$ ). If Melissa has already attempted 50 hours and has not yet completed her academic program, she will be placed on financial aid suspension and disqualified from receiving further financial aid.

Hours attempted for courses not acceptable for any certificate or degree of greater than 16 credit hours in length are excluded in this calculation (i.e. CNA, FOS, etc.)

### **FINANCIAL AID ACADEMIC PROGRESS EVALUATION**

Students will be evaluated for compliance with satisfactory academic progress standards at the end of each semester, regardless of major, period of enrollment, or enrollment status (part-time, full-time, etc.) Through this evaluation, students not meeting the satisfactory academic progress standards will be placed on probation. As stated in the policy, students on probation are eligible to receive financial aid. Students on probation who failed to meet satisfactory academic progress at the time of evaluation will be placed on financial aid suspension and not qualify for further financial aid. Students are notified through their Falcon email accounts of their SAP standing.

### **APPEAL PROCESS FOR FINANCIAL AID SUSPENSION**

Students have the right to appeal suspension status to the Director of Financial Aid. Students who wish to exercise this right have up to one week prior to the semester beginning to file their appeal. Students will need to submit the formal documentation requirements provided by the college. This documentation includes an Appeal Form for the student's explanation of falling below good standing, as well as an Academic Plan form to be reviewed on by an Academic Advisor prior to submitting to the Director of Financial Aid. Students should provide the Director of Financial Aid with specific details that fully explain the cause(s) preventing the student from achieving satisfactory academic progress requirements. The Director of Financial Aid will review the appeal notifying the student via email of the final decision within one week of the appeal submission. If the appeal was accepted, the student's financial aid will be reinstated, along with a possible probationary period, whereby the director will outline specific requirements that will be used to bring the student's academic progress within standards. If the appeal is denied, students may appeal this decision to the Executive Dean of Student Affairs. Decisions made by the dean are final.

### **REGAINING ELIGIBILITY FOR FINANCIAL AID**

If, in a regularly scheduled evaluation, it is determined students once again meets the standards outlined in this policy, students will be placed in good standing. Otherwise, once placed on suspension status, the suspension status remains unless determined otherwise through the appeal process.

If a student permanently loses Title IV eligibility a letter will be sent to notify them.