

INDIAN HILLS COMMUNITY COLLEGE

FINANCIAL ASSISTANCE 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, state, and institutional 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.

3 - PART MEASUREMENT: 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.

1. **Successful credit hour completion** – Successful completion standards by term are * below. (see Additional Notes for attempted / completed 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
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. **Maximum time limit to complete program of study** – (see Additional Notes for information regarding program changes)
 - a. A student's eligibility for financial aid will be terminated at the point when the student has attempted 150% of the total terms (and/or term equivalents) required in his/her current program of study as stated in the IHCC College Catalog.
 - 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;** including

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 all term-equivalent, credit hours attempted.

ADDITIONAL NOTES:

1. **Probation Status followed by No Aid (termination) Status:** Any student failing to maintain the above requirements will be placed on Satisfactory Academic Probation for the next enrolled term. Probation status will not prevent the student from receiving financial aid. The probationary term is meant to inform the student of potential academic problems and provide time for corrective action. If a student does not meet the satisfactory academic progress standards after the probationary period, No Aid (Termination status) will be imposed. Termination status will prevent the student from receiving any Title IV, state, or institutional 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 Counselors are also available to review IHCC educational opportunities for individual student needs.
2. **Attempted/Completed 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 satisfy the successful completion term 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 may be placed on immediate financial aid termination if any term results in -0- academic progress. Zero academic progress could result from total withdrawal, total failure, 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. **Cumulative Zero Academic Progress:** Students with zero cumulative academic progress may be required to prove Ability-to-Benefit before an Appeal will be considered. The IHCC Testing Center administers the Compass Test that may be used to indicate whether the student has the ability to benefit from additional, regular college coursework or whether remediation is recommended. An Appeal may be considered in which a student has a developmental plan to assist him/her toward college readiness.
5. **Appeal:** If there were extraordinary circumstances contributing to the lack of academic progress, the student may appeal his/her termination status by submitting an Appeal Letter and any other requested documentation to the Financial Assistance Office for review. Some

circumstances such as medical problems, illness or death in the family, relocation, or employment changes can be considered as extraordinary for an appeal. The student will be notified in writing, of the decision of the Appeal Committee. Termination of financial assistance does not preclude the student from enrolling in subsequent terms.

- 6. 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.
- 7. Repeated Courses:** Students are allowed to repeat courses at IHCC, but only the highest grade will be counted in the cumulative GPA however all credits will be included in the total attempted credit hours for measurement of the 150% maximum time limitation on Title IV aid.
- 8. 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. However, eligibility will be terminated at the 150% point (see above) which includes remedial courses.
- 9. Transfer Students:** IHCC assumes transfer students are SAP compliant for their first term of attendance. Only credit hours completed at IHCC will be used in calculating the cumulative GPA requirement while the sum of all transfer credits accepted toward their program of study as well as IHCC credits will be included in total hours attempted, for the measurement of the 150% maximum time limitation on Title IV aid. (see Attempted/Completed #2 above)
- 10. 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.
- 11. Program Changes:** Students are allowed to make program changes within the scope of financial aid eligibility however, if they are on academic probation/termination, that status remains in effect. Program changes will be considered in the appeal process. All IHCC credits already completed that fulfill the new program requirements, developmental education credits, and ESL credits will be counted towards the measurement of the 150% maximum time limitation on Title IV aid.
- 12. Consortium Agreements:** SAP will be monitored by the institution administering the student's Title IV aid.
- 13. 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. There are currently no limitations on additional degrees/certificates and the student will remain eligible for financial assistance if he/she is accepted into an additional degree/certificate program (provided all other eligibility criteria remains the same).