



Satisfactory Academic Progress Policy for Financial Aid

I. Authority

In accordance with the U.S. Department of Education and State of Illinois student aid regulations, ECC is required to establish minimum standards of Academic Progress to qualify for federal and state financial aid. The purpose of the policy is to ensure that students are making satisfactory academic progress toward the completion of their educational program of study. Minimal standards are subject to change in accordance with the U. S. Department of Education and State of Illinois regulations.

II. Financial Aid Programs Covered

The Satisfactory Academic Progress (SAP) policy applies to students who are requesting or receiving funds from the following federal, state, and ECC financial aid programs:

- Federal PELL Grant
- Federal Supplemental Educational Opportunity Grant
- Federal Work Study
- Federal Direct Student Loan
- Federal TRIO
- Federal Veterans Educational Benefits

- ISAC, Monetary Award (MAP)
- ISAC, Illinois Veterans Grant
- ISAC, Illinois National Guard

- All College and Foundation Scholarships
- Most Sponsorships and private donor scholarships

III. Minimum Academic Standards Requirements

The SAP policy measures a student's academic progress in three ways. Students must meet all three standards to be in good status.

A. Cumulative Grade Point Average

You must achieve and maintain at least a cumulative grade point average of 2.00 in all credit hours completed at the College, including transferred, repeated, and remedial credits.

B. Cumulative Completion Rate

You must complete, with a passing grade, at least 66.67% of all credit hours attempted at the College, including transferred credits.

Passing grades are: A, B, C, D, CR, and S. These grades count as credit hours attempted and completed.

Grades of E, F, W, U, I, Z, AU, WF, NR, AW and NC count as credit hours attempted, but not completed.

Note: Transferred, repeated, and remedial courses are included to determine if you meet the Cumulative Completion Rate standard.

C. Maximum Time Frame

You must complete your program of study within 150% of attempted credit hours relative to credit hours required to complete the program.

Example: A degree-seeking student may attempt no more than 90 credit hours in order to complete a 60 credit hour program; a certificate-seeking student may attempt no more than 45 credit hours to complete a 30 credit hour program.

If during the SAP review it becomes clear that you cannot mathematically complete your program within the maximum time frame, you become ineligible for financial aid.

Note: Transferred, repeated, and remedial courses are included to determine if you meet the Maximum Time Frame standard.

IV. Frequency of Evaluation

The SAP of degree-seeking and certificate seeking students will be evaluated at the end of each semester: summer, fall and spring. After each semester, students will be placed in the appropriate status as outlined in Section V.

V. Initial, Good, Warning, Suspension and/or Maximum Time Frame and Probation Status

- A. *Initial Status*: Students who have no academic record at the College and are applying for financial aid for the first time are placed in *initial* status. Students in *initial* status may receive financial aid if otherwise eligible.
- B. *Good Status*: Financial aid applicants who meet the standards in Section III are in *good* status. Students in *good* status may receive financial aid if otherwise eligible.
- C. *Warning Status*: When financial aid applicants are in *good* status and do not meet the standards in Section III, they are placed in *warning* status. Students in *warning* status may receive financial aid if otherwise eligible.
- D. *Suspension Status and Maximum Time Frame Status*: When financial aid applicants who are in *warning* status do not meet the standards in Section III, they are placed in *suspension or maximum time frame* status and are not eligible to receive financial aid.
- E. *Probation Status*: When financial aid applicants who are in *suspension and/or maximum time frame* status submit an appeal and the appeal is granted, they are placed in *probation* status for one semester. If after that semester the student does not meet the standards in Section III, they become ineligible to receive financial aid. Students in *probation* status may receive financial aid if otherwise eligible.

Note: Students who have an academic record at the College, including transferred classes, and are applying for financial aid for the first time at the College will be evaluated according to the SAP policy in Section III and placed in the appropriate status.

VI. Appeal of Suspension and Maximum Time Frame Status

Students who are in suspension and/or maximum time frame status may appeal their eligibility for financial aid to the SAP Appeals Committee based on extenuating or special circumstances, such as death of a relative, injury or illness.

Steps to appeal include:

- Print, complete and submit the Request for Reinstatement of Financial Aid form that is available on the College website and/or in the Financial Aid office.
- Attach sufficient documentation that supports the special circumstances that resulted in your suspension and/or maximum time frame status and how the circumstances have been resolved.
- Students may be required to complete an Academic Plan and/or a Program Evaluation. Students that are in Suspension status and Maximum Time Frame status are required to complete a Program Evaluation. Students in other statuses will be notified if applicable.

Note: Students will be notified in writing of the SAP Appeals Committee's decision within 30 calendar days of submission. The decision of the SAP Appeals Committee is final.

VII. Notification of Status

The Financial Aid office will notify you when you are in warning, suspension and/or maximum time frame and probation status. However, it's the student's responsibility to know their status and if eligible for financial aid.

VIII. Notice

The College's SAP policy is subject to change without notice to comply with federal or state regulations, or ECC Board of Trustee policy or action.

For the most current Satisfactory Academic Progress Policy, visit www.elgin.edu/financialaid.