

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, LLCC 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 progress toward the completion of their education program. 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 and state financial aid programs: Federal PELL Grant, Federal Supplemental Educational Opportunity Grant, Federal Work Study, Federal Direct Student and Parent Loans, Illinois Monetary Award (MAP) and the Illinois Incentive for Access (IIA)

III. Minimum Academic Standards Requirements

The SAP policy measures a student's academic progress in three ways. **Students must meet all three standards** (Grade Point Average GPA, Completion Rate and Maximum Time Frame) to receive financial assistance.

A. Cumulative Grade Point Average (GPA)

Cumulative Credit Hours	Minimum GPA
1-11	1.50
12-22	1.70
23-33	1.85
34 or more	2.00

B. Cumulative Completion Rate

Students must successfully complete a cumulative minimum of 66.66% of all credit hours. All credit hours as outlined in section IV A. are included. Only grades of A, B, C, D and P are considered successful completion for 100 level or higher courses. A grade of A, B, C or P is considered successful completion for developmental courses. Grades of I, W, WP, WF, SP, RP and F are NOT considered successful completion.

C. Maximum Time Frame

You must complete your academic program within 150% of attempted credit hours relative to credit hours required to complete the program. All credit hours as outlined in section IV A. are included with the exception of up to 30 developmental credit hours.

Examples of 150% Maximum Time Frame:

Credit hours required to Complete Academic Program	Number of Attempted Credit Hours Eligible for Financial Aid
24	36
60	90

Students with Degrees

Students who have already completed an associate's or higher degree are no longer eligible for financial aid. Students with degrees may appeal. See section VII regarding appeals.

IV. Scope of Evaluation

A. Courses Included in Evaluating SAP Status

Per federal regulations, all credit hours on your LLCC transcript including:

- 1) those that financial aid did not pay for;
- 2) credit hours forgiven by the LLCC academic renewal policy;
- 3) dual credit hours;
- 4) courses with a grade of RP (not counted for GPA)
- 5) transfer hours as presented on the LLCC transcript. All transfer hours are grouped together and considered as one term.
- 6) all developmental hours with the exception of MAT 081/082. (Developmental hours are not calculated in the GPA.)

B. Courses NOT Included in Evaluating SAP Status

Vocational Studies (for example, prefixes ABE, ASE, AHH, AIT, BPS, NUR, OIT), Continuing Education Courses, and Audit Courses are not eligible for financial aid and are not counted for

financial aid purposes including satisfactory progress.

C. Repeats

Students may receive aid for repeating a course in which an F or W was earned. Students may appeal to receive aid for the first repeat of a course in which a D was earned or if a student is required to have a more recent retake of the course due to a time limitation. Students must use the established procedure for appealing to gain eligibility for a course repeat. All course repeats are counted to determine Satisfactory Academic Progress.

V. Frequency of Evaluation

The academic progress of degree-seeking and certificate seeking students will be evaluated at the end of summer, fall and spring semesters.

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

A. *Financial Aid Eligible Status (Good)*: Students who have no academic record or who meet the standards in Section III of these procedures may receive financial aid if otherwise eligible. Eligible students are often referred to as being in Okay status.

B. *Warning Status*: Students previously in *Good* status and who fail to meet the standards in Section III are placed in *warning* status. Students in *warning* status may receive financial aid if otherwise eligible.

C. *Suspension Status*: Students previously in *Warning* status who fail to meet the standards in Section III, or who are on *Probation* status and fail to meet the terms of their probation are placed on *Suspension* status and are not eligible to receive financial aid, including loans.

Students who at any time exceed the maximum time frame status (150%) or earn a degree will no longer be eligible for financial aid, including loans. Note that students exceeding the maximum time frame status may be suspended without benefit of a warning term.

D. *Probation Status*: Students who have a suspension appeal or a maximum time frame appeal granted are placed in *Probation* status and eligible for financial aid for one semester. If after that semester the student does not meet the terms of his/her probation, they become ineligible for financial aid. Students who comply with the terms of their probation will continue to be eligible for financial aid if otherwise eligible.

VII. Appeal of Suspension and Maximum Time Frame Status

Students who are in suspension status may appeal their eligibility for financial aid based on circumstances beyond a student's control, such as death of a relative, serious injury or lengthy illness. In order to appeal, students must submit the Financial Aid Suspension Appeal Form and all documents as required on the form.

Students who have exceeded the maximum time frame or have earned an Associates degree or higher may appeal by completing the Petition to Receive Financial Aid beyond the Maximum Limit and submitting all documents required on the form.

Note: Appeals must be **received** no later than the close of business on the **fifteenth** (or the next business day if the college is closed on the fifteenth) of each month below: March, April, May, June, July, September, October and November. Students will be notified in writing within 30-45 calendar days of the above deadlines of the SAP Appeals Committee's decision. Students may have to pay tuition, fees and books out of pocket while waiting for the outcome of an appeal.

Granting appeals for summer semester is at the discretion of the SAP Appeals Committee.

The decision of the SAP Appeals Committee is final.

The review of repeat appeals is at the discretion of the SAP Appeals Committee.

Students may also earn their way back to good standing by attaining a cumulative 2.0 GPA and 66.66 completion rate.

VIII. 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.

IX. Notice

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

For the most current Satisfactory Academic Progress Policy, visit www.llcc.edu/finaid

Effective in determining aid eligibility for spring 2012. Revised July 13, 2011.