

# McHenry County College

## Financial Aid - Satisfactory Academic Progress Policy

The U.S. Department of Education Student Financial Aid regulations require that MCC establish and maintain a policy to measure whether students applying for financial aid are making satisfactory academic progress toward degree completion. MCC has implemented the following Satisfactory Academic Progress (SAP) standards necessary to evaluate a financial aid recipient's continued eligibility for funds.

**MINIMUM ACADEMIC STANDARD REQUIREMENTS:** The following standards apply to students receiving federal or state financial assistance, including grants, loans, and federal work-study.

### 1. Grade Point Average

Students must achieve and maintain at least a cumulative grade point average of 2.00 in all credit courses attempted throughout their entire enrollment at MCC; whether or not financial aid was received.

### 2. Cumulative Completion Rate

Students must complete at least 67% of the credit courses attempted throughout their entire enrollment at MCC; whether or not financial aid was received. The percentage is found by dividing the successfully completed credit hours by the number of credit hours attempted.

### 3. Maximum Time Frame

Students must complete their program of study within 150 percent of attempted credit hours relative to credit hours required to complete the program. For example, a student enrolled in an educational program that requires 60 credit hours cannot receive financial assistance after 90 attempted credit hours. If during the SAP review it becomes clear a student cannot mathematically complete their program within the maximum time frame, they become ineligible for financial assistance.

### IMPORTANT:

For the purposes of financial aid SAP only, the following grades count as ATTEMPTED but NOT COMPLETED: F, W, AW, L, K, NC, I, U, T and P.

All attempted credit hours at McHenry County College, will be counted toward Cumulative Completion Rate (#2 above) and the Maximum Time Frame (#3 above) requirement. These include:

- developmental courses
- repeated courses
- withdrawn courses
- transfer courses
- audit courses
- courses that have grades forgiven
- non-completed courses

**A grade of Incomplete (I) and courses still in session (i.e. late starting telecourses) will require instructor confirmation in writing that a student is making successful progress and is on schedule for course completion.**

A student can only receive financial assistance for up to 30 credit hours of **developmental courses**.

A student may be paid one time only for **retaking previously passed coursework** (i.e. the student is repeating a course because he or she needs to meet an academic standard for that particular course, such as a minimum grade). If a course is repeated, only the higher grade is used in the calculation of the cumulative GPA

The Illinois Veterans Grant, Illinois National Guard grant and all GI Bill programs are subject to GPA standards only.

## REVIEW OF ACADEMIC PROGRESS STANDARDS

The Financial Aid Office determines compliance with the academic standards for financial aid recipients by reviewing a student's cumulative academic record at the conclusion of every semester: fall, spring and summer. Students who have an academic record, including accepted transfer credits, at the College will be evaluated according to the *Minimum Academic Standard Requirements* and placed in the appropriate status.

- **Warning Status:** If a financial aid applicant fails to meet the *Minimum Academic Standard Requirements* they are placed in Warning status. Students in Warning status may receive financial aid if otherwise eligible for one more semester.
- **Suspension Status and Maximum Time Frame Status:** If a financial aid applicant in Warning status fails to meet the *Minimum Academic Standard Requirements* they are placed in Suspension or Maximum Time Frame status and are not eligible to receive financial aid.
- **Probation Status:** If a financial aid applicant in Suspension or Maximum Time Frame status submits 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 *Minimum Academic Standard Requirements* they become ineligible to receive financial aid. Students in Probation Status may receive financial aid if otherwise eligible.

## APPEAL PROCEDURES

Students who are in Suspension or Maximum Time Frame status because of failure to meet *Minimum Academic Standard Requirements* have a right to appeal. All appeals must be complete, provide detailed information and supporting documentation about mitigating circumstances, and must be submitted in writing to the Financial Aid Office. Mitigating circumstances include, but are not limited to, injury or illness of the student or death of an immediate family member. Students should not assume that appeals will be approved.

A student must submit the following three items as part of the appeal process:

1. A Financial Aid Satisfactory Academic Progress Appeal form
2. A signed and dated typed letter of explanation  
Explain why the student failed to meet *Minimum Academic Standard Requirements* and what has changed in the student's situation that would allow the student to demonstrate satisfactory academic progress, describe the student's educational objectives, and provide a schedule to achieve these objectives.
3. Documentation:  
Submit third party documentation supporting the reason(s) why the student failed to meet *Minimum Academic Standard Requirements*, e.g., a letter from a counselor or police officer, medical or legal documentation, death certificate, etc.

Note: Students may be required to complete an Academic Plan at the discretion of the Financial Aid Office.

Students in Suspension or Maximum Time Frame status who have not returned an appeal or required documentation by the tuition due date of the subsequent semester **will have all their federal aid removed!** If a student fails to appeal or has had their appeal denied they may regain eligibility for future semesters by meeting MCC's *Minimum Academic Standard Requirements* set forth in this policy.

## NOTIFICATION OF STATUS

The Financial Aid Office will notify you when you are in placed in Warning, Suspension, Maximum Time Frame and Probation statuses. Students will also be notified when their appeal has been approved or denied. However, it is the student's responsibility to know their academic progress status and how it affects financial aid eligibility.

## NOTICE

The MCC Adult Reentry Grade Forgiveness Policy does not impact the Financial Aid Standards of Academic Progress Policy. The College's SAP policy is subject to change without notice to comply with federal or state regulations, or MCC Board of Trustee policy or action. For the most current Satisfactory Academic Progress Policy please visit; [www.mchenry.edu/FinancialAid/progresspolicy.asp](http://www.mchenry.edu/FinancialAid/progresspolicy.asp)