

Effective 2009-2010 Aid Year

**Illinois Central College  
Office of Financial Assistance  
Satisfactory Academic Progress Policy**

**WHAT ARE THE REQUIREMENTS FOR SATISFACTORY PROGRESS?**

Illinois Central College is required to establish satisfactory academic progress standards for its federal and state financial assistance recipients in accordance with the U.S. Department of Education regulations. These standards ensure that only students demonstrating satisfactory academic progress toward the completion of their educational programs will continue to receive financial assistance.

Whether a student is considered to be making satisfactory progress depends on a successful course completion rate, grade point average (GPA), and maximum hours attempted to complete his or her course of study. These requirements are evaluated at the end of each fall, spring and summer semester.

Students must meet all the requirements listed below:

**COURSE COMPLETION RATE**

ICC students must complete at least 67% of their cumulative hours attempted. A student who fails to complete 67% of their cumulative hours attempted will be placed on Satisfactory Academic Progress Probation. If the student fails to complete at least 67% of their cumulative hours attempted for two consecutive semesters, the student is placed on Satisfactory Progress Denial.

Hours attempted include all courses taken during a period of enrollment including withdrawals, repeated courses, and remedial courses. For the purposes of this policy, completion is defined as grades of A, B, C, D or S. Hours attempted with grades of F, W, WF, WU, EX, FX, U, I or FA are considered NOT completed. All courses with grades of NG or NR are not considered in the completion rate requirement along with courses under 100 and GED classes.

All hours forgiven under ICC's Academic Forgiveness Policy appear on the academic record and, count towards hours attempted. There is no forgiveness of courses in the calculation of course completion rate for Financial Assistance eligibility.

**GRADE POINT AVERAGE**

Each student must meet a minimum cumulative grade point average of 2.0 to meet the requirements of the satisfactory progress policy. If the student fails to attain a minimum 2.0 cumulative grade point average for two consecutive semesters, the student is placed on Satisfactory Academic Progress Denial. For the purposes of this policy, GPA is taken directly from the student's academic record at ICC.

Grades earned at ICC are counted in this requirement. All hours forgiven under ICC's Academic Forgiveness Policy are removed from the GPA calculation on the academic record, and are therefore removed from the GPA calculation under this policy.

**MAXIMUM HOURS ATTEMPTED**

The maximum attempted hours a student has to complete their degree is equal to 150% of the hours required for the completion of the degree or certificate. This includes hours transferred into Illinois Central College from other institutions or hours taken at ICC that were credited toward other program requirements. If the student changes their program of study, any previous coursework completed will be included in the calculation of maximum hours for the current program of study designated by the student.

Any student exceeding the 150% requirement will automatically be placed in a denial status for financial assistance. All courses that are under 100 or GED are not included in the total hours for maximum time frame.

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## **WHAT IF I FAIL TO MEET THE STANDARDS?**

A student who fails to meet the standards could be placed in either probation or a denial status. A brief explanation of probation and denial is provided below:

### **PROBATION**

The first time a student fails to meet either the course completion rate or the grade point average requirement, they will be placed on probation status. This status does not stop a student from receiving assistance, and is intended to serve as a warning. If the student raises his or her course completion rate or grade point average to meet the standard, the student will be removed from probation and placed back in a satisfactory status.

### **DENIAL**

A student is placed on denial if they fail to meet either the course completion rate or the grade point average requirement after spending one semester on probation. Denial status stops a student from receiving all types of financial assistance including Federal Pell Grant, Academic Competitiveness (AC) Grant, Federal Supplemental Educational Opportunity Grant (FSEOG), Subsidized and Unsubsidized Direct Loans, Federal Work Study, ISAC MAP Grants, ISAC IIA Grants, ISAC Merit Recognition Scholarships, Parent Loan for Undergraduate Students (PLUS) and some academic scholarships.

A student is also placed directly on denial once he or she has exceeded the maximum hours attempted requirement.

## **WHAT OPTIONS DO I HAVE IF I AM PLACED ON DENIAL STATUS?**

If a student is placed on denial for financial assistance, the student must regain satisfactory academic progress by raising their course completion rate to 67% and/or raising their cumulative grade point average to 2.0. **The student is not eligible for financial assistance during this time.** Once these requirements have been met, and if the student has not reached maximum hours allowed for their program, eligibility for financial assistance will be reinstated.

All students on denial for financial assistance have the right to appeal. Only extenuating circumstances that can be supported with documentation (i.e. medical documentation) will be considered in the appeal process. Unawareness of withdrawal policies or requirements of satisfactory academic progress will not be accepted for the purpose of an appeal. The student must complete a Satisfactory Academic Progress Appeal Form, located on the back of the denial notice or can be picked up at any of the Financial Assistance Office locations. The appeal must include: (a) reasons why he/she did not achieve the minimum academic requirements, and (b) what plans the individual has to improve his/her efforts to maintain satisfactory progress if reinstated.

A student appealing the maximum hours attempted portion of the Satisfactory Academic Progress Policy must provide an academic plan from their **advisor** outlining the remaining courses needed to achieve the degree/certification graduation requirements. Providing an academic plan does NOT guarantee continuation of financial aid eligibility.

### **APPEAL PROCESS**

Students have **30 days from the date of notification of termination** to file an appeal for the current semester. Appeals filed after these time frames are reviewed at the discretion of the Director and may not apply to the current term when re-establishing eligibility dates. The student will be notified, in writing, of the decision regarding the appeal. All decisions by the Director are **FINAL**.

If the appeal for reinstatement is denied the student may still attend Illinois Central College, but he or she will have to make other financial arrangements to pay for courses. The student may appeal again after successfully completing additional coursework or providing new documentation that may alter the decision.

Continuing Appeals: Those students for which an appeal is approved and have made continued progress the following semester will remain on probationary status.

**NOTE: Satisfactory Progress is an Office of Student Financial Assistance Policy in accordance with regulations set by the U.S. Department of Education, not an ICC Records or Admissions policy.**

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