

## FINANCIAL AID OPERATIONS MANUAL

<b>Title: Standards of Academic Progress</b>	<b>Page: 1 of 7</b>
	<b>Effective Date: 6/30/04</b>
	<b>HCC Rule: 6HX-10-5.403</b>
	<b>HCC Procedure:</b>
<b>Approval Signature(s):</b>	
Charlotte Johns-Rich, Director of Financial Aid	July 1, 2004
<b>Director of Financial Aid</b>	<b>Date</b>
Dr. Sylvia Marion Carley	July 1, 2004
<b>Vice President of Education and Student Development</b>	<b>Date</b>

### PURPOSE

The purpose of this procedure is to establish the College's process for measuring standards of satisfactory academic progress for students receiving financial aid.

### PROCEDURE

Federal, state and college regulations require a student to maintain satisfactory academic progress to be eligible for financial aid. The Office of Financial Aid will review each student's academic progress at the end of the Fall and Spring terms. The college is required to calculate students' academic progress for both the qualitative and quantitative measurements. College credits, vocational credits, clock hours, preparatory (remedial) credits, & ELS course credits are included in the financial aid progress calculations. Courses transferred from previous institutions, along with withdrawal and audit grades are also included in the qualitative and quantitative calculations.

Hillsborough Community College establishes Satisfactory Academic Progress Indicators (SAPI) to assess student progress for determination of financial aid eligibility. SAPI is uniformly applied to all Title IV Financial Aid Programs administered at the College, which include the Federal Work Study Program, Federal Family Education Loan Program, the Federal Pell Grant Program and the Federal Supplemental Educational Opportunity Grant Program. In addition, SAPI is applied to institutional scholarship programs including incentive, talent, and need-based scholarships. The HCC Presidential, Presidential Honors, Board of Trustees, FL Bright Futures Scholarships, and Florida Student Assistance Grant programs have specific eligibility criteria that can be found in Administrative Procedure 5.404.

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SAPI requirements are additional requirements for financial aid recipients, above the satisfactory academic progress required by the College for all students, to be in good standing with the institution. In other words, a student may be in good academic standing at the College but not be eligible for financial aid based on the College's SAPI standards.

A student will be attaining measurable satisfactory progress and will be eligible for financial aid if: 1) the student maintains a specified minimum cumulative grade point average (GPA); 2) the student successfully completes a specific number of credits each semester; and 3) the student completes a degree or certificate within a specified time frame.

1. CUMULATIVE GPA REQUIREMENTS - The student must maintain a 2.00 cumulative grade point average (GPA).
2. COMPLETION RATE REQUIREMENT - The student must successfully complete 67% of the credit hours enrolled each term. Setting the completion requirement to a percentage allows a more flexible means of calculating differences in enrollment status from student to student and from one year to the next. The student's enrollment status is determined based upon the number of credit or clock hours the student is enrolled at the end of the drop/add period for the Fall and Spring terms or by the close of registration for clock hour programs.

To calculate a student's SAPI, divide the number of total credit hours completed by the total credit hours attempted, as noted on the student's academic transcript file. If the percentage of hours completed is less than 67%, the student has not met one of the SAPI requirements. The student is hence placed on SAPI probation or suspension. NOTE: Although completion rates are calculated at the end of the Fall and Spring terms, the completion calculation uses the cumulative completion per term to determine if the student is making satisfactory completion progress.

Example:

A student is enrolled for 10 credit hours at the end of the drop/add period for the Fall term. The student is required to complete 67% of the credit hours attempted. The student is required to complete 7 credits (10 x 67%, rounding up to the next whole number), to meet the SAPI completion requirement. The student completes 8 credit hours. The student meets the SAPI completion requirement.

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The student enrolls in 12 credit hours the next Spring semester. The student's completes 6 credit hours. The student cumulative credit hours attempted equals 22 and the student completed 14 credit hours. The student's completion percentage is 63%. The student did not meet the SAPI requirement and thus is placed on SAPI probation.

3. **TIME FRAME** - HCC must set a maximum time frame in which a student is expected to finish a program. Therefore, a student will be allowed to attempt no more than 150% of the credit hours, for the length of the program, to remain within the quantitative measurement compliance of the SAPI guidelines. Generally, for students who are enrolled for AA or AS programs, the 150% equates to 90 credit hours. Students will be evaluated based upon the active program listed on students' academic program declaration file.

A student who total of attempted hours exceeds 150% of the required credits to complete the program, may file a formal written appeal to the campus Financial Aid Counselor or Manager. Hours attempted includes courses enrolled for preparatory, ESL, withdrawals, audits and all HCC credit courses. Transfer credit courses are also included in the hours attempted calculation.

The appeal letter should include copies of written documentation, which substantiates the basis for the appeal. The complete appeal guidelines are delineated in number 5, Student Appeals section, below.

4. **FINANCIAL AID PROBATION/SUSPENSION** - Students who fail to meet the standards of academic progress for any term which includes either progress towards a degree or the minimum GPA, will be placed on financial aid probation for the next semester enrolled at the College. This includes students who have never received Federal financial aid at the College. A student on financial aid probation will receive financial aid during the probationary term. However, to be removed from financial aid probation, a student must meet all of the SAPI requirements by the end of the probationary term. Financial aid suspension occurs when the student does not meet the satisfactory academic progress requirements during the probationary term. No financial aid will be available to students while suspended. The Financial Aid Counselor or Manager (hereafter referred as the FAA) may grant reinstatement once the student meets all SAPI requirements.

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A student who has never received financial aid at HCC, but is terminated for any of the above reasons, will automatically receive one probationary term in which he/she can receive financial aid for the first time. No Federal Family Education Loans will be certified for students not meeting satisfactory progress standards.

Disabled students who are is placed on financial aid suspension, the campus FAA will refer the student to the Office of Services for Students with Disabilities. The Disabled Student Coordinator will develop a strategy to assist the student in re-establishing satisfactory academic progress.

5. APPEAL - An applicant whose financial aid has been terminated because of failure to fulfill the SAPI standards may appeal the decision in accordance with the following guidelines:
  - A. The applicant will be required to meet with a financial aid staff prior to submitting a written request for an appeal.
  - B. A legitimate basis for appeal must include at least one of the following compelling circumstances:
    1. An institutional error that disadvantaged the applicant in her/his ability to maintain either GPA or completion rate requirements: examples – mis-calculation of a GPA, the lack of notification of satisfactory progress status sent to the student’s address as listed in the college’s database, documentation of inaccurate information provided to the student by a college employee.
    2. An extenuating circumstance beyond the student's control that disadvantaged the student in her/his ability to maintain either GPA or completion rate requirements: examples - extensive illness of student or an immediate family member, death in the immediate family, divorce, or disability as defined by the Rehabilitation Act of 1973 (Section 504) or the Americans with Disabilities Act (28 CRF, part 35).
    3. An institutional requirement to be enrolled either in college preparatory and/or ESL coursework that extended the time to obtain the AA or AS degree, or to complete an approved financial aid eligible clock hour program at HCC, beyond the 150% credit hours program completion limit.

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4. A student who earned an AA degree and who now wishes to pursue an AS degree or an approved financial aid eligible certificate or clock hour program.
  5. Satisfactory academic progress toward the student's educational goal: example - A minimum of six semester credit hours earned with a minimum 2.0 or higher GPA during the previous semester.
- C. The financial aid staff will explain the appeal process and required supporting documentation to the student. Examples of supporting documentation include medical information, death certificate, and Order for Dissolution of Marriage.
- D. The student will complete the Appeal Form indicating the compelling circumstance(s) and provide the appropriate supporting documentation to the campus Financial Aid Manager or Counselor (FAA).
- E. The FAA will review and make a decision on the students' appeal.
- If the FAA approves the appeal, the FAA will forward an approved Appeal Decision Letter to the student within 5-7 days of the date the appeal is submitted by the student. The FAA will code the student's file accordingly and reinstate student's SAPI status to satisfactory.
  - If the FAA recommends a denial, the FAA forwards the recommendation to deny the appeal request with the Appeal Request Form and supporting documentation submitted by the student to the Director of Financial Aid. The Director will render the final decision on behalf of the Financial Aid Office. The Director of Financial Aid forwards a decision letter to the student and a copy to the campus FA Office within 5-7 days of receipt of documents from the campus FA Office.
- F. If the student chooses to contest the Director of Financial Aid's decision to deny the appeal requested, the student may challenge the appeal to the Financial Aid Appeals Committee for further consideration. The Financial Aid Appeals Committee will be composed of the Financial Aid Director (Chairperson), A Dean of Student Services, an Assistant to

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the Dean, and Academic Counselor (2). The members will serve a two-year staggered term. The Chairperson will notify the student of the Committee's final decision in writing the day following the committee's meeting.

7. STATE GRANT/SCHOLARSHIP PROGRAMS - Scholarship and grant programs offered by the state of Florida require financial aid students to complete a specified number of credit hours in an academic year to remain eligible for the specified awarded state program. A student who did not earn the required grade point average and/or complete the appropriate credit hours will not qualify to receive the State award for the subsequent academic year.

The following are the credit hour completion and grade point completion requirements for the State programs listed below:

Name of the State Program	Credit Hours	GPA
➤ Florida Academic or Top Scholarship	12	3.00
➤ FL Vocational Gold Seal Scholarship	12	2.75
➤ FL Merit Scholarship	12	2.75
➤ FL Jose Marti Scholarship	24	3.00
➤ FL Challenger Scholarship	24	3.00
➤ FL Chappie James Teacher Scholarship/Loan	24	2.75
➤ FL Student Assistance Grant-Full time	24	2.00
➤ FL Student Assistance Grant-3/4-time	18	2.00
➤ FL Student Assistance Grant-Half-time	12	2.00

### APPEAL FOR STATE PROGRAMS:

Students may appeal their financial aid suspension based upon:

1. Extenuating circumstances, or
2. Prior terms GPA and completion ratio does not meet the standards yet the student most recent term was completed successfully, or
3. The changing of degree program (for students who are over 150% of their current program of study).

Students complete an Appeal for Reinstatement of Financial Aid form with supporting documentation. The appeals are reviewed by the campus Financial Aid Manager or Counselor. If the appeal is approved, the FA Manager or Counselor will code the students' FASI screen allowing the awarding of financial aid.

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If the appeal is denied, the FA Manager or Counselor forwards the recommendation to deny the request for reinstatement of financial aid with the supporting documentation to the Director of Financial Aid. The Director will render the final decision on behalf of the Financial Aid Office. The Director of Financial Aid forwards a decision letter to the student and a copy to the campus FA Office within 5-7 days of receipt of documents from the campus FA Office.

If the student chooses to contest the Director of Financial Aid's decision to deny the appeal request, the student may challenge the appeal to the Financial Aid Appeals Committee for further consideration. The Financial Aid Appeals Committee will be composed of the Financial Aid Director (Chairperson), Assistant to the Dean (2), and Academic Counselor (2). The members will serve a two-year staggered term. The Chairperson will notify the student of the Committee's final decision in writing the day following the committee's meeting.

# HILLSBOROUGH

Community College

## Department of Health and Wellness Program Licensure Pass Rates Three Year History

Program:	2002-2003	2003-2004	2004-2005	3 Year Average Pass Rate %
Dental Assisting	-	100%	80%	N/A
Dental Hygiene*	Initial Class	-	100%	N/A
EMS – Paramedics	100%	97%	100%	99%
Nuclear Medicine	91%	76%	87%	84.6%
Radiography	76%	88%	95%	86.3%
Respiratory Care	100%	71.4%	100%	90.4%
Nursing	76.1%	77.2%	78%	77.1%
Opticianry	100%	87%	65%	84%
Radiation Therapy	93.3%	89.5%	85%	89.2%
Sonography	85.7%	80%	87.5%	84.4%

\* Dental Hygiene had its first graduating class in 2005. 100% completion rate, 100% pass rate on national exam, and 100% pass rate on State boards.

This data was obtained from the HCC Department of Health and Wellness Programs.