



Title: Standards of Academic Progress	Page: 1 of 4
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	HCC Procedure:
Approval Signature(s):	
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Standards of Satisfactory Academic Progress (SAP) for Financial Aid Eligibility Federal regulations (34 CFR 668.34) require a student to move toward the completion of a degree or certificate within an eligible program when receiving financial aid. Specific requirements for academic progress for financial aid recipients are applied differently than college Academic Standards, Warning, Probation, and Suspension. Federal regulations state that Satisfactory Academic Progress Standards must include a review of all periods of enrollment. The student must meet all the minimum standards in order to receive financial aid.

I. Evaluation of Financial Aid Eligibility

- Standards of Satisfactory Academic Progress (SAP) are applied at the end of every semester to determine eligibility for the following academic semester. SAP standards are calculated using the cumulative GPA and cumulative completion rate. Students must maintain an overall GPA of 2.0 or higher and a completion rate of 66.66% or more. Students must complete their program of study within the 150% timeframe of their degree or eligible certificate program. For example, if a program is 60 credit hours then the student must complete all required coursework within 90 hours. This includes repeated grades and college preparatory coursework.
- Students will be placed on financial aid warning or suspension if they have not met the standards of satisfactory academic progress. Students will be ineligible for aid during the suspension; however will be eligible for financial aid if they are in financial aid warning status. Students will need to raise their GPA and/or completion rate to meet the minimum SAP requirements to regain financial aid eligibility or appeal their financial aid suspension, if applicable. (see V. Appeal Process)

- Financial Aid Warning lasts for one semester and does not require any action to be taken by the student. At the end of the semester the student must be making satisfactory academic progress or they will be suspended and ineligible for federal financial aid. The student may appeal if they have documented special circumstances.
 - Financial Aid Suspension means the student is no longer eligible for federal financial aid. The student may appeal financial aid suspension if they have documented special circumstances.
 - If a financial aid appeal is approved the student can be placed on probation for one term or on probation with an academic plan if they will require more than one semester to meet the SAP standards.
- The evaluation period will be based on attendance in all prior semester(s) and will include all classes attempted whether federal aid was received or not. The initial evaluation at Hillsborough Community College will be based on all previous institutions attended once the transcripts are received, evaluated, and posted to the student's record. SAP will be reviewed after each semester. The student's cumulative GPA and completion ratio must meet the minimum standards or the student will be placed on suspension.
 - Credits evaluated will include credits attempted at Hillsborough Community College, transfer credits accepted by Hillsborough Community College, and courses funded through consortium agreement.
 - Students on probation and following an academic plan will be evaluated according to the terms of the progress plan.
 - Students who do not meet the Standards of Satisfactory Academic Progress will be notified through their HawkMail account
 - Students may follow the appeal process or the reinstatement procedures as outlined in V and VI. Students will not have eligibility for any further federal aid until they have met Standards of Satisfactory Academic Progress or have been granted an appeal approval.

II. Eligibility

- A. Students must meet the following criteria:
 1. Students must complete 67% of all credits attempted
 2. Students must maintain a cumulative GPA requirement of a 2.0

3. Students must complete their program of study within the 150% timeframe of their degree or eligible certificate program. For example, if a program is 60 credit hours then the student must complete all required coursework within 90 hours. This includes repeated grades and college preparatory coursework.

Note: Grades of F, FX, I, W, WN, N, U and courses not yet graded are considered attempted but not meeting progress standards for the purposes of financial aid.

III. Maximum Timeframe Eligibility

- Students who have attempted more than 150% of the credits required for their program of study are not considered to be making Satisfactory Academic Progress and therefore, are ineligible for financial aid funds.
- Students seeking second degrees and students with double majors are monitored like any other students under this policy. If or when the student exceeds the maximum time frame allowed for their respective programs, students may appeal if they have special circumstances. All transfer hours accepted by Hillsborough Community College will be included when determining maximum timeframe eligibility.
- A student with a Bachelor's degree or higher will be considered to have exhausted maximum timeframe eligibility.
- A student may appeal as outlined in V. Reinstatement procedures as outlined in VI. are not applicable to maximum timeframe eligibility.
- Students are limited to one timeframe appeal and will be required to successfully complete 100% of all future coursework if approved. A degree audit will be required for all timeframe appeals.

IV, Repeated, Audited, Consortium, Remedial Courses, Enrollment

- Financial aid eligibility will include repeated courses which were not successfully completed.
- Financial aid eligibility will include repeating a course one time if the student earned prior credit for the course with a grade of a "D" or better. All classes taken must be counted as attempted classes regardless of grade forgiveness.
- Audited courses, continuing education, credit by examination, and any credit for prior learning option (as outlined in the catalog) are excluded when determining eligibility for financial aid.

- Courses funded through a consortium agreement are included in determining academic progress.
- All attempted remedial credits will be included when evaluating SAP.
- Enrollment in any part of term will be considered in the respective fall, spring, or summer term to be evaluated for SAP.

V. Appeal Process

A student who has lost financial aid eligibility due to extenuating circumstances may appeal.

- Extenuating circumstances that may be considered include: personal illness or accident, serious illness or death within immediate family, or other circumstances beyond the reasonable control of the student.
- All appeals must be in writing to the Office of Student Financial Assistance and include appropriate documentation.
- Examples of documentation could include an obituary notice, divorce decree, or a letter from a physician, attorney, social services agency, parole officer, employer, etc.
- The condition or situation must be resolved which will allow the student the ability to complete course work successfully or an appeal will not be granted.
- The outcome of an appeal may include a denial or probationary period with an academic plan to assure students meet the Standards of Satisfactory Academic Process.
- Students will be notified through their HawkMail accounts of the results of the appeal, and of any restrictions or conditions pertaining to their appeal.

Students, whose appeal is denied, may submit a written request for a review of the appeal to the College Financial Aid Office Appeals Committee. The Committee's decision is final. In order to regain eligibility for financial aid, the student would need to meet Satisfactory Academic Progress Standards. Students who do not meet the terms of financial aid probation may permanently lose eligibility for federal student aid at Hillsborough Community College.

VI. Reinstatement of Financial Aid Eligibility

- A student who has lost financial aid eligibility may be reinstated after the student has taken classes to meet the minimum requirements of an overall

GPA of 2.0 and a cumulative completion rate of 67% of all credit hours being evaluated or was approved on appeal.

- All classes including those taken at other institutions will be taken into consideration for reinstatement purposes.
- A Student must be able to complete their degree or certificate within the 150%timeframe.
- It is the student's responsibility to notify the Office of Student Financial Assistance when this condition has been met.

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