Financial Aid Office
Satisfactory Academic Progress Policy
2016-2017

The College is required to establish satisfactory academic progress standards for federal and state financial aid recipients in accordance with the U.S. Department of Education regulations. These standards ensure that only those recipients demonstrating satisfactory progress toward the completion of their education continue to receive financial aid.

Evaluation of Academic Progress

Recipients of financial aid will be evaluated fall and spring semesters for satisfactory academic progress. At this time, a student either will be in **good standing** or will be in **denial status** for financial assistance for future enrollment periods. The student must meet all three progress requirements: completion rate, grade point average, and maximum time frame requirements to remain in good standing. **Students will be notified by the Financial Aid Office if they are placed in denial status for financial aid.**

Criteria for Satisfactory Academic Progress

1. Completion Requirement

To remain in good standing for Satisfactory Academic Progress, a student must have completed at least 67% of the total number of hours attempted at Heartland Community College.

Students not earning 67% of the hours attempted will be placed in denial status for future financial aid consideration until they bring their completion rate back to 67%.

Only grades of A, B, C, D, or P are considered successful completion for 100 level or higher courses. **Grades of A, B, C, or P are considered successful completion for developmental courses.**

Withdrawals, incompletes, audits, no-credit, repeats and failures are not considered successful completion.

2. Grade Point Average Requirements

A student must maintain a grade point average that is consistent with the graduation requirements for his/her program. Students who have earned 45 credit hours or more at Heartland Community College must maintain a minimum cumulative college GPA of 2.0 or higher. Transfer hours and military credits are calculated as earned credit hours.

3. Maximum Time Limit Requirements

A student's eligibility for financial aid will be terminated at the point where 96 credit hours have been attempted for the associate degree, and for a certificate, when 150% of the total hours required, as stated in the College Catalog, have been attempted. Hours attempted is the sum of all Heartland Community College credit hours plus all transfer credits from other schools, whether or not financial aid was received.

4. Repeat Credit Hours

Financial aid will cover the cost of tuition for repeating a course if a failing grade has been received for all previous attempts of the course. In cases where a minimum passing grade is required, financial aid
will cover the cost of tuition and fees for multiple repeats of the course if the minimum required passing grade has not previously been achieved. **NOTE:** Each time the course is taken it is considered hours attempted for purposes of calculating compliance with Satisfactory Academic Progress.

5. Developmental Courses:

Financial aid will cover the cost of tuition and fees for a maximum of 30 hours of developmental course work. Developmental is defined as any sub-100 level course.

**Denial Status**

Denial status will prevent the student from receiving any Title IV financial assistance until satisfactory academic progress is achieved.

**Appeal and Reinstatement**

Eligible students may appeal their denial status by submitting a written request to the Financial Aid Appeals Committee. The appeal must include a detailed explanation of the exceptional or unforeseen circumstances which existed, as well as any **pertinent documentation** that may support the appeal. [Unforeseen circumstances MAY include hospitalization of the student, death of an immediate family member or relocation due to employment.] Likewise, unofficial transcripts from all previous schools attended must accompany the appeal. Appeal forms are located below or in the Financial Aid Office.

**Appeals will be considered for eligible applicants only if BOTH of the following criteria exist:**

1. There are exceptional /unforeseen circumstances that existed that prevented the student from meeting the standard(s); AND
2. The student can realistically meet satisfactory academic progress requirements within a reasonable time frame.
3. The deadlines for appealing satisfactory academic progress denial status are listed below. Appeals received after this day will not be considered until the next semester.

**Deadline for Summer 2016 is May 27, 2016**

**Deadline for Fall 2016 is July 29, 2016**

**Deadline for Spring 2017 is January 6, 2017**

If you meet the qualifications to appeal, you must complete a Satisfactory Academic Progress Appeal form. Print the completed appeal form, sign it, attach any supporting documents, and submit to the Financial Aid Office. The appeal form may be accessed at: [http://www.heartland.edu/documents/financialAid/forms01/F01SAPappeal.pdf](http://www.heartland.edu/documents/financialAid/forms01/F01SAPappeal.pdf)

The Committee will review the appeal, as well as any supporting documentation, and provide a written explanation of the decision to you within 30-45 days of the appeal submission.

**Violation of Satisfactory Academic Progress does not prevent enrollment at Heartland Community College; however, the student must pay for all courses on his own.**