



# Hinds Community College – Office of Financial Aid

## Satisfactory Academic Progress Policy

R 8/2014

Hinds Community College is required by federal regulations to establish minimum standards of satisfactory academic progress (SAP) to determine a student's eligibility for the following Title IV Federal Financial Aid programs:

- Federal Pell Grant (PELL)
- Federal College Work-Study (FWS)
- Federal Supplemental Educational Opportunity Grant (FSEOG)
- William D. Ford Direct Loan Program (SUB & UNSUB)

Hinds Community College has determined that all students will fall under the same Satisfactory Academic Progress Policy.

To receive and maintain financial assistance, students must make satisfactory progress toward the completion of an eligible academic or career- technical program of study. The following policy is in compliance with the federal guidelines for Satisfactory Academic Progress.

**1. A student must pass 2/3 of cumulative semester hours attempted. This includes withdrawn and repeated class hours.**

	Semester Hours Attempted												
	1	2-3	4	5-6	7	8-9	10	11-12	13	14-15	16	17-18	19
Hours to Pass	1 Hr	2 Hr	3 Hr	4 Hr	5 Hr	6 Hr	7 Hr	8 Hr	9 Hr	10 Hr	11 Hr	12 Hr	13 Hr
	20-21	22	23-24	25	26-27	28	29-30	31	32-33	34	35-36	37	38-39
Hours to Pass	14 Hr	15 Hr	16 Hr	17 Hr	18 Hr	19 Hr	20 Hr	21 Hr	22 Hr	23 Hr	24 Hr	25 Hr	26 Hr
	40	41-42	43	44-45	46	47-48	49	50-51	52	53-54	55	56-57	58
Hours to Pass	27 Hr	28 Hr	29 Hr	30 Hr	31 Hr	32 Hr	33 Hr	34 Hr	35 Hr	36 Hr	37 Hr	38 Hr	39 Hr
	59-60	61	62-63	64	65-66	67	68-69	70	71-72	73	74-75	76	77-78
Hours to Pass	40 Hr	41 Hr	42 Hr	43 Hr	44 Hr	45 Hr	46 Hr	47 Hr	48 Hr	49 Hr	50 Hr	51 Hr	52 Hr
	79	80-81	82	83-84	85	86-87	88	89-90	91	92-93			
Hours to Pass	53 Hr	54 Hr	55 Hr	56 Hr	57 Hr	58 Hr	59 Hr	60 Hr	61 Hr	62 Hr			

**2. A student must also maintain a minimum cumulative grade point average (GPA) based on semesters attempted as outlined in the chart below.**

Cumulative semesters attempted (full or p art-time)	1 <sup>st</sup>	2 <sup>nd</sup>	3 +
Minimum Cumulative Grade Point Average	1.75	1.85	2.00

**3. A student receiving financial aid is expected to complete his/her program of study within a time frame not to exceed 150% of the published length of that program. Based on a standard 62 semester hour AA or AAS degree program of study, 93 semester hours is the maximum number of hours for the 150% rule.**

**I. Status Review and Notification:** At the end of each semester, including summer, the Office of Financial Aid will notify in writing a student who fails to meet conditions 1 and/or 2 above that they are on financial aid warning status. A student placed on financial aid warning will be able to receive financial aid. The written notice will serve as a notice to a student that failure to meet the above conditions during the warning semesters will result in an unsatisfactory financial aid status. There is no warning status/semester for condition 3. A student placed on financial aid unsatisfactory progress (suspension) will be unable to receive financial aid. Students who are in an unsatisfactory financial aid status will be notified in writing. A student may re-establish his/her eligibility to receive financial aid by attending school, paying his/her own fees without financial aid and meeting conditions 1 and 2 above. A student who fails condition 3 may re-establish eligibility by completing the program or, in some instances, beginning a new program.

**II. Withdrawals, Repeated, Remedial, Non-Credit, and Incomplete Courses:**

- "W's" will be counted in evaluating the number of semester hours attempted for the purpose of determining eligibility to receive financial aid.
- "W's" will not be used in calculating a student's grade point average (GPA).
- A student will be allowed to repeat a course according to the policies stated in the College Catalog; however, all repeated courses will be included in total hours attempted and GPA for the purpose of determining eligibility to receive financial aid.
- Semester hours for remedial/developmental courses will not be recorded as hours Attempted. Non-credit courses will not be counted in hours attempted.
- An incomplete (I) grade will have the same effect as a failing (F) grade when calculating quality points and hours attempted.
- Remedial courses will be included in the calculation of a student's grade point average (GPA).

**III. Clock Hour Programs:** Satisfactory academic progress is measured at the end of each payment period to determine if a student is eligible for a subsequent Title IV payment. Clock hour programs must adhere to the same 2/3 cumulative completion rate as the credit hour programs and are subject to the 150% time frame in that a 1500 hour program generally takes 14 months to complete so Hinds Community College may allow 21 months for completion.

**IV. Changing Majors:** A student who has changed majors or has completed one program and begun another, may contact the Financial Aid office in writing and the academic progress can be reset to include only those credits and grades that count toward the requirements of the new major. No student may have this reset more than two times unless a written request is approved by the Financial Aid Director.

**V. Time Frame:** Students attempting 150% of the hours in a program are no longer eligible for financial aid in that program unless an appeal has been approved.

**VI. Transfer Students:** A student transferring to Hinds Community College from another college shall be assumed to have maintained satisfactory academic progress at his/her previous college. Hours transferred from previously attended colleges and accepted by Hinds Community College will be posted to the student's transcript by the Office of Admissions and Records after the student has completed at least 12 semester hours at Hinds. Credit hours transferred from a previous college will be counted toward the attempted and completed hours. If transfer credits do not apply toward the current program of study, the student may contact Financial Aid in writing to have this re-evaluated.

**VII. Grade Changes:** The Office of Admissions and Records will notify the Financial Aid Office of any grade/enrollment changes posted subsequent to the SAP process.

**VIII. Unsatisfactory Status Appeals Process:** In extenuating circumstances such as personal illness or illness/ death of an immediate family member or legal guardian, a student may appeal an unsatisfactory financial aid status by submitting a written Letter of Appeal form to Financial Aid-Appeals Office at the Raymond campus. For convenience, the student may submit the form (and accompanying information) to the Dean of Students Office/Campus Dean at any location.

An appeal must contain the following information:

- A written plan for success listing required courses to take. This information may be found through My.Hinds, the online College Catalog, a transfer/articulation guide, or a Hinds counselor or through My.Hindscc.edu at: [http://www.hindscc.edu/Admissions/get enrolled/programs of study/transfer/default.aspx](http://www.hindscc.edu/Admissions/get%20enrolled/programs%20of%20study/transfer/default.aspx)
- A written explanation stating the reason the student failed to have satisfactory scholastic progress in any semesters in which the student earned D's, F's, I's or withdrawals.
- Documentation for any extenuating circumstances listed in the appeal. (Letter from medical doctor or legal document)
- An explanation of what has changed in the student's circumstances that will allow them to succeed.

Each appeal will be considered on its own merit. The Financial Aid Appeals Committee will review the appeal and respond to the student within 30 working days. Appeals are limited to one per student except in extreme extenuating circumstances. Appeals will be granted for one semester only and the student will be reviewed for satisfactory academic progress before being granted financial aid for additional semesters. A student with an approved appeal will be placed on probation status. For additional information about the appeals process, please refer to the student handbook.