

## Satisfactory Academic Progress for Financial Assistance Recipients

According to the United States Department of Education regulations, and the Illinois Student Assistance Commission policy, all students applying for federal and/or state assistance must be pursuing a degree and must maintain satisfactory progress in his/her course of study to receive these funds.

Students must be making academic progress regardless of whether the student had previously received assistance or benefits. All prior terms of attendance are included in the evaluations. Courses from other colleges that have been accepted for credit by John A. Logan College will be considered in determining eligibility. Students who have not previously received financial aid may not be notified of their status until they have applied for assistance.

### 1. Progress Requirements

A student is considered to be making satisfactory academic progress if **both** of the following conditions are met.

- a. Cumulative GPA is at least 2.0.
- b. Cumulative completion rate (hours earned divided by **all** hours attempted) is at least 67%.  
**(See Item 4.)**

A student who fails to maintain the required cumulative GPA or cumulative completion rate, or both, will be placed on financial aid warning for one semester.

### 2. Warning

If, after the warning semester, the student achieves a cumulative GPA of 2.0 or above **and** a cumulative

completion rate of at least 67%, the student will be making satisfactory academic progress.

If, after the warning semester the student does not have **both** the required cumulative GPA of 2.0 or above **and** a cumulative completion rate of at least 67%, the student will be placed on suspension and all financial assistance will be terminated.

### 3. Suspension

Students may regain satisfactory academic progress after they have enrolled in, paid for, and completed enough courses to bring their cumulative GPA up to a 2.0 **and** their cumulative completion rate up to 67%. Students may appeal suspension status if extenuating circumstances contributed to their lack of academic progress.

### 4. Completion of Classes.

Courses graded with "A," "B," "C," "D," or "P" are considered to be completed. Courses graded with "INC," "W," "E," "AB," "DEF," "WE," or "WP" are not considered to be completed. Courses that have been repeated remain in the completion rate, but the original grades are excluded from the GPA.

Developmental courses that are taken to prepare students for required courses are used in the GPA calculation, completion rate, and in the maximum timeframe calculation.

This calculation is based on all hours attempted regardless of whether a student receives financial aid for those hours.

## 5. Maximum Time Frame

Students have 93 attempted hours in which to complete a degree program at John A. Logan College. Students who have received a Bachelor's degree may also be considered to have exceeded the maximum time frame for completion at John A. Logan College. Each student's records will be reviewed by an admissions counselor to verify appropriate transfer hours for current program.

Students who have changed programs and/or have obtained prior degree(s) or certificate(s) may make a written request for additional time in which to complete their current program of study.

John A. Logan College understands that students may change their educational goals and program of study, and that additional education is often needed to enhance career opportunities. These students may complete the request for a reevaluation to document these situations.

## Suspension

Students who have been suspended from financial aid for academic reasons lose their eligibility for all federal, state, and most other types of aid, including grants, scholarships, student work, and loans. Students may re-establish eligibility for financial aid, by reinstatement or the appeal process.

## Reinstatement

Students may regain satisfactory academic progress **after they have enrolled in, paid for, and completed enough courses** to bring their cumulative GPA up to at least a 2.0 and their cumulative completion rate up to at least 67%.

Students who have been suspended and are attempting reinstatement should request, in writing, that they be reinstated after the semester in which these conditions have been met. The Financial Aid Office is not responsible for automatically reinstating a student who may have met the reinstatement conditions.

Under no condition will a student be granted reinstatement if the maximum time frame to complete a program has been exceeded. Financial aid eligibility for students who have exceeded the maximum time frame can only be reinstated if a request for reevaluation of maximum time frame has been submitted and approved.

## Appeal for Reinstatement

Students who have been suspended from financial aid may make a written appeal for reinstatement of eligibility if extenuating circumstances have contributed to their inability to meet the requirements for satisfactory progress.

Appeals must be submitted during the semester in which reinstatement is requested. Only one appeal is allowed per semester. Appeals are not retroactive to previous semesters.

Students will be allowed two appeal denials. After two denials, students will have reached the maximum allowable limit for appealing and no further appeals will be reviewed by the Appeal Committee.

Students **must** have a completed file with the Financial Aid Office prior to their appeal form being submitted to the Appeal Coordinator. A completed file for financial aid consists of completing **all** required documents necessary to verify the financial data submitted to the United States Department of Education.

Extenuating circumstances must exist and be addressed for all semesters in which the student failed to meet satisfactory academic progress standards.

**Students under suspension or out of hours status will NOT be eligible for book vouchers. Students who do not meet the above criteria and/or cannot thoroughly document such situations, must reestablish satisfactory academic progress through reinstatement before any additional federal, state, or institutional aid will be disbursed.**

#### **The Appeal Process for Financial Aid**

1. A student that does not maintain the Financial Aid Office Satisfactory Academic Progress Policy will be notified that he/she is suspended from receiving future financial aid. The notification will provide steps to follow, along with information on how to submit an appeal form, should the student decide to appeal the suspension status. (See process for "How to Submit Appeal Form.")
2. The John A. Logan College Financial Aid Office publishes deadline dates for appeals. The dates are posted on the web and given in paper form to all students who apply for financial aid.
3. Students must complete his/her file in the Financial Aid Office **before** submitting an appeal to the Appeal Coordinator.
4. The appeal is then submitted to the Financial Aid Appeal Committee for evaluation.

5. The Appeal Committee meets two times each semester and one time in the summer semester to evaluate appeals.
6. The Appeal Committee consists of faculty and staff from different areas of the campus. The committee has seven voting members outside of the Financial Aid Office.
7. Once the Appeal Committee has voted, the Appeal Coordinator in the Financial Aid Office is responsible for notifying students of their status. Information will not be given over the phone.
8. Students who were denied their appeal and are dissatisfied with the decision are directed to make an appointment with the Appeal Coordinator.
9. If the Appeal Coordinator feels it necessary, the student will be allowed to submit additional information, in writing, to support a second review of their appeal.
10. The VP for Administration will then evaluate the additional information provided to the Appeal Coordinator, and if necessary, will submit the student's appeal back to the Financial Aid Appeal Committee for further evaluation.
11. The Financial Aid Appeal Committee will reevaluate the additional information and make a final decision concerning the student's status.
12. The Financial Aid Appeal Committee's decision will be FINAL.

#### **How to Submit Appeal Form:**

1. The appeal form is available online at [www.jalc.edu](http://www.jalc.edu) by clicking on "Financial Aid" then "Financial Aid Forms." Students will need to select "Financial Aid Appeal Form."
2. Students must have a completed Financial Aid file with all required documents prior to an appeal being submitted.
3. Students must be enrolled in classes for the semester reinstatement is requested.

4. Completely answer each item on the appeal form. Be sure to click on the Submit Button and keep a copy of the appeal for your records.
5. All official transcripts from previously attended institutions (after high school) must be available in the Admissions Office.
6. Students are encouraged to contact the Admissions office or your Academic Advisor to ensure an updated curriculum guide for the degree program you are requesting is scanned in WebX. If this is not done, the Appeal Committee reserves the right to deny the appeal based on inconclusive information. The Financial Aid office will no longer be accepting copies of curriculum guides.
7. Students will be notified via the e-mail address provided on the appeal form if deficient in any of the above areas, as well as the results of the Appeal Committee's decision once the appeal has been reviewed. Please be advised that the Financial Aid Office reserves the right to request a photo I.D. to release appeal results in person. No appeal results will be given out over the phone.
8. Students must submit appeals during the semester in which reinstatement is requested. If the appeal is submitted after the last meeting date for that semester, the appeal will not be considered. No aid will be processed for the current semester and appeals are not retroactive to previous semester.
9. Only one appeal is allowed per semester.
10. Students will be allowed two appeal denials. After two denials, students will have reached the maximum allowable limit for appealing and no further appeals will be reviewed by the Appeal Committee.