John A. Logan College
Satisfactory Academic Progress (SAP) Policy

The U.S. Department of Education (ED) and the Illinois Student Assistance Commission (ISAC) require students receiving federal and/or state financial aid make Satisfactory Academic Progress (SAP) in accordance with federal regulations and the standards set by John A. Logan College (JALC). All semesters of enrollment are reviewed for SAP status whether or not financial aid was awarded or received aid. Progress is measured throughout the student's academic program by reviewing their cumulative grade point average (Qualitative) and credits earned as a percentage of those attempted (Quantitative or Pace of Completion). In addition, students must complete their program of study before attempting 150% of the credits required for the program. The Financial Aid Office will evaluate Satisfactory Academic Progress after grades are posted every semester, beginning with a student's first semester of enrollment. Some certificate programs (i.e., shorter than 16 credits in total length) are ineligible for student financial aid, but those credits will be counted toward all SAP requirements (GPA, Completion Rate, Maximum Timeframe and Developmental Maximum) if the student later enrolls in an aid eligible program.

I.   STUDENT FINANCIAL AID STATUS DEFINITIONS

A. Financial Aid Good Standing – Students who have at least a 2.0 cumulative grade point average, completed at least 67% of attempted coursework and have not attempted more than 150% of credits required for their program are meeting all aspects of the Satisfactory Academic Progress policy.

B. Financial Aid Warning Status – Students who fail to meet Satisfactory Academic Progress for the first time will be placed on *Warning* status for one semester and are expected to meet SAP requirements by the end of that semester. Students who fail to meet Satisfactory Academic Progress requirements by the end of the *Warning* period will be placed on a financial aid *Ineligible* status but are eligible to appeal. Students whose appeals are approved will be placed on financial aid *Probation* and will regain financial aid eligibility for one semester.

C. Financial Aid Probation Status – Students who have successfully appealed a financial aid *Ineligible* status are placed on *Probation* status. Students on *Probation* status are eligible to receive financial aid for one semester, after which they must be in *Good Standing* or meeting the requirements of their Academic Plan. Any student who does not follow the Academic Plan along with any additional requirements stated in writing by the Appeal Committee will be placed in *Ineligible* status. (See Section IV, Appeals, for additional information).

D. Financial Aid Ineligible Status – Students who do not meet the 67% completion rule and/or the cumulative grade point average requirement or who fail to meet the requirements of their Academic Plan, will be placed in *Ineligible* status. Students in *Ineligible* status are not eligible to receive federal or state financial aid funds.

E. Reinstatement – Students may regain their eligibility for federal student aid after they have completed enough courses to bring their cumulative GPA up to at least 2.0 and/or their cumulative completion rate up to at least 67%. Financial aid eligibility for students who have exceeded the Maximum Timeframe can be reinstated only if an appeal for reevaluation of Maximum Timeframe and an Academic Plan have been submitted and approved.

F. Academic Suspension – Academic requirements differ from Financial Aid requirements for Satisfactory Academic Progress. Academic status will be noted on registration records; whereas, the Financial Aid status will be noted in the financial aid system. Any student suspended from the College for academic or behavioral reasons is automatically ineligible for financial aid.

II.   EVALUATING PROGRESS

A.   Quantitative Standards or Pace of Completion – Completion Rate (67% Rule)
Students must successfully complete a minimum of 67% of cumulative credits attempted. This calculation is performed by dividing the cumulative total number of successfully completed credits by the cumulative total number of credits attempted. All credits accepted as transfer credits count as both attempted and successfully completed credits. This evaluation will be made after grades are posted at the end of each semester in which a student was enrolled at the College. The College considers earned grades of A, B, C, D, S or P as satisfactory.

B.   Maximum Timeframe (150% Rule):
In order to continue receiving financial aid, a student must complete his/her program of study before attempting 150% of the credits required for their program. Developmental coursework is included in this calculation. Students who have received a bachelor's degree are also considered to have exceeded the Maximum Timeframe for completion at John A. Logan College since students with a bachelor's degree are not eligible for federal or state grants, and the College does not participate in the Federal Direct Student Loan programs.

B.1 Maximum Timeframe for any certificate or degree program is determined by the total number of credit hours needed to complete the program multiplied by 150%. For example, if a program requires 30 credit hours to be competed, a student is considered to be within maximum timeframe if the total number of attempted credits is 45 or less.

B.2   Transfer Students: Credits officially accepted in transfer that count toward a student's program will be counted in determining the maximum number of allowable semester credit hours for financial aid eligibility.

B.3 Developmental Studies: Developmental courses are considered when evaluating SAP requirements. Students may receive financial aid for a maximum of 30 semester hours of Developmental Studies courses as long as the courses are required as a result of placement testing, the student is in an eligible program of study and SAP requirements continue to be met.

Additional Considerations for Quantitative or Pace of Completion Standards

- Withdrawal (W grade) that are recorded on the student's advising worksheet will be included as credits attempted and will have an adverse effect on the student's ability to meet the requirements of the completion rate for financial aid.

- Incomplete (I grade): Courses that are assigned an Incomplete grade are included in cumulative credits attempted. Incomplete grades cannot be used as credits earned in the progress standard until a successful grade is assigned.

- Repeated courses may enable the student to achieve a higher cumulative grade point average. Students can attempt to repeat a course twice and receive financial aid, but repeating courses may adversely affect the student's ability to meet completion rate requirements. Only the latest attempt will count toward the cumulative grade point average.

C. Qualitative Standards - Cumulative GPA Requirements (GPA Rule)
In order to remain eligible for financial aid consideration, students must meet minimum 2.0 cumulative grade point average requirement. All courses with grades of A, B, C, D and E are included in this calculation. Transfer credits are excluded.

III. REGAINING ELIGIBLITY FOR FINANCIAL AID

Students who do not meet the 67% completion rate requirement (Quantitative or Pace of Completion) and/or 2.0 cumulative grade point average requirement (Qualitative) will be *Ineligible* for financial aid. Being *Ineligible* for financial aid does not prevent students from continuing their education using another method of payment. A student who is *Ineligible* for financial aid may regain eligibility after filing a successful Appeal or meeting Satisfactory Academic Progress requirements in the future.

Students who fail to meet Satisfactory Academic Progress standards and who choose to continue their education without financial aid may request a review of their academic records after any semester in which they may have regained Satisfactory Academic Progress.

Students should contact the Financial Aid Office for assistance with understanding this policy or questions about the Appeal process.

IV. APPEALS

Students who fail to meet SAP standards and lose eligibility for financial aid can *Appeal* their financial aid *Ineligibility* status. Students must submit a written explanation as to what caused their *Ineligible* status and documentation which supports their explanation In addition, students must indicate what has changed that will allow them the potential to succeed in the future. Appeals are encouraged if:
- Extenuating circumstances exist (i.e., student's serious illness or accident, illness or death of an immediate family member, other mitigating circumstances)

Appeal Process
- Complete the College's online SAP Appeal Form and submit it to the Financial Aid Office. The Appeal Form is available on the College's website at: https://www.jalc.edu/financial-aid/appeal-form.
- Completely answer each item on the Appeal form and click the Submit Button.
- Students must have a completed Financial Aid file with all required documents submitted to have their Appeal reviewed by the Appeal Committee.
- Once a student's GPA or Completion Rate appeal has been approved, an academic advisor will send the student the link to complete the online Academic Plan for Financial Aid Probation.
- Students who exceeded the Maximum Timeframe have an additional requirement to meet with an Academic Advisor to develop an Academic Plan documenting the remaining coursework to be taken each semester to successfully complete their program.
- Students will be notified via email of the Appeal Committee's decision or if any areas of deficiency are identified. Only one appeal is allowed per semester.