

JALC Satisfactory Academic Progress (SAP) Policy

Federal regulations require that a student receiving federal financial aid make Satisfactory Academic Progress (SAP) in accordance with the standards established by John A. Logan College (JALC) and federal regulations. All semesters of enrollment are reviewed for SAP status, whether or not financial aid was awarded or received. Satisfactory Academic Progress standards also apply to state financial aid. Progress is measured throughout the student's academic program by reviewing the 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 more than 150% of the credits required to complete their program. The Financial Aid Office evaluates Satisfactory Academic Progress after grades are posted each semester, beginning with a student's first semester of enrollment.

Some certificate programs (i.e., those requiring fewer than 16 total credit hours) are ineligible for student financial aid. However, 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

A. Financial Aid Good Standing

Students who have at least a 2.0 cumulative grade point average, have completed at least 67% of attempted coursework, and have not attempted more than 150% of the 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 standards 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 SAP requirements at the end of the Warning period will be placed on Financial Aid Ineligible status but are eligible to appeal. Students whose appeals are approved will be placed on Financial Aid Probation and regain financial aid eligibility for one semester.

C. Financial Aid Probation Status

Students who successfully appeal their Financial Aid Ineligible status are placed on Probation status. Students on Probation status are eligible to receive financial aid for one (1) semester, after which they must either be in Good Standing or meet 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 on Ineligible status. (See Section IV, Appeals, for additional information.)

D. Financial Aid Ineligible Status

Students who do not meet the 67% completion rate requirement and/or the 2.0 cumulative grade point average requirement, or who fail to meet the requirements of their Academic Progress Plan, will be placed on Ineligible status. Students in Ineligible status are not eligible to receive federal or state financial aid funds.

E. Reinstatement

Students may regain eligibility for federal student aid after completing enough coursework to raise their cumulative GPA to at least 2.0 and/or their cumulative completion rate to at least 67%. Financial aid eligibility for students who have exceeded the Maximum Timeframe may be reinstated only if an appeal for reevaluation of the Maximum Timeframe and an Academic Progress Plan have been submitted and approved.

F. Academic Suspension

Academic requirements differ from financial aid requirements for Satisfactory Academic Progress. Academic status is noted on registration records, whereas financial aid status is maintained 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 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 officially accepted transfer credits count as both attempted and successfully completed credits. This evaluation is made after grades are posted at the end of each semester in which a student is enrolled at the College. The College considers grades of A, B, C, D, S, and P to be successfully completed.

B. Maximum Timeframe (150% Rule)

To continue receiving financial aid, students must complete their program of study before attempting more than 150% of the credits required for their program. Developmental coursework is included in this calculation.

Students who have already earned a bachelor's degree are considered to have exceeded the Maximum Timeframe for completion at John A. Logan College because students with a bachelor's degree are not eligible for federal or state grant programs, and the College does not participate in the Federal Direct Student Loan Program.

B.1. Transfer Students

Officially accepted transfer credits that apply toward a student's program of study are included when determining the maximum allowable semester credit hours for financial aid eligibility.

B.2. Developmental Studies

Developmental courses are included when evaluating SAP requirements. Students may receive financial aid for a maximum of 30 semester credit hours of developmental coursework, provided the courses are required as a result of placement testing, the student is enrolled in an eligible program of study, and all SAP requirements continue to be met.

Additional Considerations for Quantitative (Pace of Completion) Standards

- **Withdrawals (W):** Withdrawn courses are counted as attempted credits and may adversely affect a student's completion rate.
- **Incomplete Grades (I):** Courses assigned an Incomplete grade are counted as attempted credits. They cannot be counted as completed credits until a passing grade has been assigned.
- **Repeated Courses:** Students may receive financial aid for repeating a course up to two times, when otherwise eligible. Repeated coursework may adversely affect the student's completion rate. Only the most recent attempt is included in the cumulative grade point average.

C. Qualitative Standards

Cumulative GPA Requirement (GPA Rule)

To remain eligible for financial aid, students must maintain a minimum cumulative grade point average of 2.0. All courses with grades of A, B, C, D, and E are included in the GPA calculation. Transfer credits are excluded.

III. REGAINING ELIGIBILITY FOR FINANCIAL AID

Students who fail to meet the 67% completion rate requirement (Quantitative) and/or the 2.0 cumulative GPA requirement (Qualitative) will become ineligible for financial aid.

Financial aid ineligibility does not prevent students from continuing their education using other methods of payment.

Students may regain financial aid eligibility by successfully appealing or by meeting all Satisfactory Academic Progress requirements in a future semester.

Students who continue their education without financial aid may request a review of their academic record after any semester in which they believe they have regained Satisfactory Academic Progress.

Students should contact the Financial Aid Office for assistance in understanding this policy, appealing any aspect of the policy, or determining how to regain financial aid eligibility.

IV. APPEALS

Students who fail to meet SAP standards and lose financial aid eligibility may appeal their Financial Aid Ineligible status. The appeal must include a written explanation describing the circumstances that led to the student's ineligible status and what has changed that will allow the student to achieve satisfactory academic progress in the future.

Appeals are encouraged when extenuating circumstances exist, including but not limited to:

- Serious illness or injury of the student.
- Illness or death of an immediate family member.
- Other documented mitigating circumstances.

Appeal Process

- Complete the College's online SAP Appeal Form and submit it to the Financial Aid Office.
- Answer all questions on the Appeal Form completely and submit the form.
- Students must have a complete financial aid file with all required documentation submitted before the Appeal Committee will review the appeal.
- If the appeal is approved, the student must complete and submit an Academic Plan for Financial Aid Probation.
- Students who have exceeded the Maximum Timeframe must also meet with an Academic Advisor to develop an Academic Progress Plan outlining the remaining coursework required each semester to complete their program successfully.

- Students will be notified by email of the Appeal Committee's decision or of any deficiencies that must be addressed. The Financial Aid Office reserves the right to request a photo ID before releasing appeal decisions in person.
- Only one appeal is permitted per semester.