

HOWARD COMMUNITY COLLEGE

FINANCIAL AID SERVICES

SATISFACTORY ACADEMIC PROGRESS STANDARDS

SATISFACTORY ACADEMIC PROGRESS

Students who receive financial aid must make satisfactory academic progress (SAP) toward their degree or certificate requirements each semester as determined by Howard Community College in accordance with federal regulations. Federal regulations require that all previously attended semesters and all accepted transfer credits be reviewed for SAP, including periods of attendance in which financial aid was not received. HCC evaluates all students for SAP and academic standing at the end of each Fall and Spring semester.

The financial aid SAP standard described below includes both a qualitative and a quantitative measure, making it much more stringent than HCC's academic standards policy. As a result, it is possible for a financial aid recipient to be in violation of the financial aid SAP standard and remain in good academic standing with the college. Please refer to HCC's Catalogue for information on the college's academic standing policy. Failure to maintain the financial aid SAP standard may result in cancellation of financial aid awards.

CUMULATIVE COMPLETION RATE REQUIREMENT

Attempted Credits	Minimum Required Completion Rate
0 - 24	50%
25 - 47	57%
48 and above	67%

For example, a student who has attempted 24 credits must have a cumulative completion rate of at least 50% (credits completed divided by credits attempted).

For students enrolled in certificate programs less than two years in length, qualitative progress is defined as a 67% completion rate at all times.

CUMULATIVE GPA REQUIREMENT

Attempted Credits	Minimum Cumulative Required GPA
0 -15	1.00
16 - 30	1.50
31 - 40	1.75
41 or higher	2.00

For example, a student who has attempted 16 credits must have a cumulative GPA of 1.50.

MAXIMUM TIMEFRAME REQUIREMENT

The student must complete his or her educational program within a timeframe no longer than 150% of the published length of the educational programs (for example, completed his or her program after attempting a maximum of 90 credits for a 60 credit program).

Required developmental courses are calculated into the GPA and are counted as regular coursework up to 30 required developmental courses will be added onto the program length when determining compliance with the 150% of program length completion requirement.

Transfer Students – transfer students will be treated as first time students for their first semester. Accepted credits from another institution will be considered as attempted and completed credits in the evaluation of the maximum timeframe requirement, cumulative completion rate & cumulative GPA requirements.

TREATMENT OF W, I, L AND N GRADES AND REPEATED COURSE WORK

1. Course withdrawals (W) after the drop/add period are not included in the GPA calculation, but are considered a non-completion of attempted course work.
2. Incomplete (I) grades are not included in the GPA calculation, but are considered a non-completion of attempted course work until the Incomplete grade is replaced with a permanent grade and academic progress can be re-evaluated. Any student who completes their "I" grade contract(s) with a "C" or better should contact Financial Aid Services to have their Satisfactory Academic Progress status recalculated.
3. The "L" grade is an incomplete achievement of course objectives. The "L" grade is treated as a non-completion of attempted coursework.
4. An audit (N) grade is not considered attempted course work. It is not included in the GPA calculations or completion rate determinations.
5. The highest grade earned in a course that is repeated will count in the GPA computation, but every repeated attempt will be included in the completion rate determinations. Please note: financial aid cannot be disbursed for a repeated attempt if the student already has achieved a passing grade for that course.

FINANCIAL AID WARNING

A student who falls below the prescribed minimum requirements for satisfactory academic progress will be placed on Financial Aid Warning for the subsequent Fall or Spring semester attended. During the semester the student is on warning, financial aid can be received. At the end of the next semester, the student must meet the prescribed minimum standards or the student will be placed on Financial Aid Restriction.

FINANCIAL AID RESTRICTION

A student who fails to meet the minimum requirements after being on financial aid warning will be placed on Financial Aid Restriction and is not eligible to receive financial aid. The student may appeal the restriction status based on mitigating circumstances.

FINANCIAL AID PROBATION

If a student's appeal is approved the student may continue to receive aid on a financial aid probation status. Students on probation will have their academic progress reviewed every semester, and must continually meet the terms of probation as outlined in the probationary letter. A student will be removed from probation status once the student regains the required minimum semester SAP standards. If a student does not meet the probation requirements as outlined, the student will be returned to the status of Financial Aid Restriction. As student who is placed on Financial Aid Restriction for a second time must successfully complete at least six credits in one semester before a second appeal can be submitted.

Students who have exceeded 150% of their program length can only regain financial aid eligibility on a semester-by-semester basis through the appeal process.

REINSTATEMENT OF FINANCIAL AID

Reinstatement of financial aid after a student has been placed on Restriction can be achieved in two ways:

1. The student attends HCC during the restriction period, pays for tuition and fees without financial aid and subsequently meets the required Satisfactory Academic Progress Standards.
2. The student submits a Financial Aid Restriction Appeal Form and the Financial Aid Appeals Committee approves the appeal. The student is placed on Financial Aid Probation for the semester.

APPEAL PROCESS

Financial Aid Restriction appeals must be made by submitting the Financial Aid Restriction Appeals Form to Financial Aid Services by the date specified in the Financial Aid Restriction Notification letter. All appeals received will be reviewed by the Financial Aid Appeals Committee. **Late appeals will not be considered.**

When an appeal request is received, any aid which had been cancelled due to restriction status will be placed in pending status with the exception of scholarship funds for which the student has lost eligibility. Students with pending aid may also register for classes. Their registration will be held until the decision concerning their appeal is finalized. Students who submit an appeal will have their aid restored for the term or session for which their appeal is approved. The Financial Aid Appeals Committee will review the appeal and notify the student in writing of its decision within fifteen working days from the committee's final meeting date. **All decisions made by the Financial Aid Appeals Committee are final.**

If the appeal is denied, all financial aid will be cancelled and the student is responsible for either officially dropping the classes or paying for the classes. Any student whose appeal is denied and who fails to officially drop the classes before the 100% refund period is over is still responsible for the cost incurred.

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