Satisfactory Academic Progress (SAP) Policy

OVERVIEW

*Whether or not a student has or will receive financial aid,* Federal regulations require Joliet Junior College to establish and implement a policy to measure if a student is making satisfactory academic progress toward a degree or certificate. Joliet Junior College must evaluate students’ Satisfactory Academic Progress (SAP). Joliet Junior College evaluates progress at the end of each semester. Every student’s progress is measured at each evaluation as follows:

- Qualitative Progress (GPA requirement)
- Quantitative Progress (Time-based)

These criteria evaluate: the quality and quantity of the academic work you complete and progress toward completion of your academic program. The satisfactory academic progress requirements listed below are minimum standards. Students are encouraged to exceed all of the requirements whenever possible.

This policy indicates the standards used to measure Satisfactory Academic Progress (SAP) at Joliet Junior College for purposes of financial aid eligibility. Funds affected by this policy include all applicable federal, state, and college funds including but not limited to Federal Pell Grant, Federal Supplemental Education Opportunity Grant (SEOG), Federal Direct Loans, Federal Direct PLUS (Parent) Loans, Federal Work Study, State Scholarship and Grant programs.

The criteria contained in the policy are applied to all eligible degree and certificate seeking students. Students not meeting the requirements of the policy are notified by email sent to the student’s JJC student email account.

Students who fail to make Satisfactory Academic Progress are initially given a Warning period during which time they may continue being awarded aid (if otherwise eligible). Students who do not meet the requirements by the end of the Warning period are denied future financial aid. A student may appeal the termination of financial aid due to exceptional circumstances. Exceptional circumstances may include but are not limited to illness, death of an immediate family member, or traumatic events in the student’s life.

REQUIREMENTS FOR SATISFACTORY ACADEMIC PROGRESS

*Qualitative Progress Requirement*

- Students’ cumulative Joliet Junior College grade point average (GPA) will be evaluated each semester. In order to meet graduation requirements for all students and programs, a cumulative 2.0 GPA is considered making SAP. Students enrolled in a program of more than two academic years must have a minimum GPA of 2.0 by the end of the equivalent of the second academic year of academic work.
Quantitative Progress Requirement

- At the end of each semester, a student must have satisfactorily completed 66.67% of cumulative attempted hours, including any accepted transfer credits.

Note: Attempted credit hours are those courses for which any grade appears on the student’s transcript, including transfer credits, remedial courses, and repeated courses.

Maximum Time Frame Requirement

- Students’ must progress through their program to ensure that they will graduate within the maximum timeframe. Joliet Junior College calculates the pace at which a student is progressing by dividing the total number of hours the student has successfully completed (including transfer credits) by the total number he/she has attempted. A student is ineligible for financial aid when it becomes mathematically impossible for him/her to complete his/her program within 150% of its published length.

The maximum timeframe for which an undergraduate student may receive financial assistance may not exceed 150% of the published length of the student’s academic program measured in credit hours, whether or not federal aid was received by the student during this time.

For instance, if the published length of an academic program is 64 credit hours, the maximum timeframe during which the student will be eligible to receive financial aid must not exceed 96* credit hours, note this will include any accepted transfer hours and prior learning credits that apply toward the degree.

\[ *64 \text{ credit hours} \times 150\% = 96 \text{ credit hours}. \]

Incompletes

An incomplete (I) grade may be given to a student who, because of illness or other unique circumstances, has not been able to complete a course in the prescribed amount of time. A student receiving an “I” grade from an instructor will have 8 weeks into the following semester (excluding summer) to complete the work. For students receiving financial aid the “I” will temporarily calculated as an “F” until a final grade is assigned. For students who are not receiving financial aid, the “I” grade will not be calculated in to the grade point average until a final grade is assigned. If the work is not completed within 8 weeks from the assignment of the “I” grade, the “I” grade will be changed to an “F” with the understanding that the instructor has the option of issuing a change of grade at a later date.

Repeated Courses

Students may receive financial aid for repeating courses. When a course is repeated, the grade given at the end of the repeated course becomes the official grade. Both grades will remain on the permanent record, but the second grade is used to compute the GPA in the calculation of a student's Satisfactory Academic Progress status. Each repetition will count towards the attempted hours; however, only the course(s) being counted in the GPA calculation will be counted in completed hours for SAP.
Progression/Repeating a Course
A student may retake for credit any course in which a grade of “D” or “F” has been earned. Only the second grade will be computed in the cumulative GPA. Both grades will appear on the transcript and are counted in total cumulative attempted hours.

Withdrawal from a Course
Courses that a student withdraws from after the refund period are considered in “hours attempted” toward the maximum time frame as well as in cumulative attempted hours used in calculating completion rate.

Transfer Credits
Transfer credit hours that have been accepted by Joliet Junior College toward your current degree are subject to the Satisfactory Academic Progress measurements. Joliet Junior College calculates the pace at which a student is progressing by dividing the total number of hours the student has successfully completed (including transfer credits) by the total number he/she has attempted.

Changes in Major or Degree
Students who want to change their major or degree must contact Joliet Junior College Counseling Office to request the change. The student is eligible to receive aid for no more than 150% of the credit hours required to complete the new program of study. The 150% limit is applied to all credit hours earned by the student while enrolled at Joliet Junior College, and includes transferred credits accepted from previously attended institutions.

CONSEQUENCES OF FAILURE TO MEET SATISFACTORY ACADEMIC PROGRESS REQUIREMENTS
Warning
The first time a degree/certificate seeking student fails to maintain satisfactory academic progress by the end of the semester, a warning period is automatically given. The student will receive an email of warning and the student does not need to appeal. The student has this warning period to improve his/her standing so he/she can meet the requirements of this policy. During this Warning period the student will receive financial aid through the regular process, assuming the student meets all other eligibility requirements. If after this warning period the student fails to improve enough To meet the satisfactory academic requirements, financial aid eligibility will be terminated.

Termination of Aid - Appeal Process
A student who has had his/her financial aid terminated after a Warning period because he/she is not meeting the requirements of this policy, has the right to appeal. A student may appeal the termination of financial aid due to exceptional circumstance. Exceptional circumstances may include but are not limited to illness, death of an immediate family member, or traumatic events in the student’s life. The student must provide supporting documentation to demonstrate the circumstance for not meeting the requirements of this policy.
Outcome of the Appeal can be:

1. Aid continues to be terminated.
2. The aid may be reinstated for a probation limited period of one semester as determined by the Standards of Academic Progress Committee. The Standards of Academic Progress Committee makes final determination. Students who wish to appeal should follow the steps and deadlines below:

Appeal Steps
Students who wish to appeal their termination of financial aid must complete the following steps:
1. Submit a letter of appeal to the Standards of Academic Progress Committee.
2. Provide all required or requested documents, such as an updated plan of study provided by the academic advisor.
3. Provide supporting documentation with the appeal letter, such as grade changes, medical documentation, or other materials supportive of the appeal.
4. The Appeal letter and all documents should be received at Joliet Junior College Financial Aid/Veterans Office.

Of Note: Neither paying for one’s classes without financial aid or sitting out (not attending) classes for any period of time affects a student’s academic progress standing, the appeal process must still be completed when the student again applies for financial aid.

Appeal Deadline
File your Appeal as early as possible. Allow up to 14 days to process your appeal once received by the Joliet Junior College Financial Aid/Veterans Office.

Notification of Appeal Determination:
Students are normally notified in writing through the U.S. Mail if their appeal for reinstatement of financial aid is approved or denied.

Student’s responsibilities if appeal is granted:
If a student’s appeal is approved, he/she will be placed on Financial Aid Probation Limited status. While on Probation Limited, the student may receive financial aid for one semester. In order to be eligible for aid for subsequent semesters, the student must meet the terms of the appeal. For all Probation Limited students this includes:

- Successfully completing all the courses attempted during the semester with no withdrawals from classes or a final grade of "F", "I", or "W" to increase their cumulative completion rate to meet standards.
- Increase cumulative GPA to 2.0 or higher after the Probation Limited semester.

In addition, for students who are on Probation Limited due to the maximum timeframe rule, they must also:
- Complete their degree within the date listed on their appeal;
- Follow the academic plan that was submitted with their appeal.

Additional requirements may be listed on the appeal approval notice.