

College of DuPage

OFFICE OF STUDENT FINANCIAL AID

MINIMUM ACADEMIC REQUIREMENTS FOR FINANCIAL AID

In accordance with the U.S. Department of Education's Higher Education Act, the College of DuPage must establish a Minimum Academic Requirements for Financial Aid Policy for students receiving financial aid from the following programs:

- Federal Pell Grant
- Federal Supplemental Educational Opportunity Grant (FSEOG)
- Federal Academic Competitiveness Grant (ACG)
- Federal Work Study (FWS)
- Federal Stafford Loan (Subsidized and Unsubsidized)
- Federal Parent Loan for Undergraduate Students (PLUS)
- Illinois State Monetary Award Program Grant (MAP)
- Illinois Incentive for Access Grant (IIA)
- Illinois Student-to-Student Grant (STS)
- Illinois Veteran Grant (IVG)
- Illinois National Guard Grant (ING)

IMPORTANT NOTE: It is the student's responsibility to be aware of the Minimum Academic Requirements and to ensure compliance with these standards.

PURPOSE:

The purpose of the Minimum Academic Requirements for Financial Aid Policy is to ensure that financial aid recipients are attending College of DuPage to receive an education and not to secure financial aid dollars only. Students who fail to demonstrate satisfactory progress towards the completion of their education (i.e., not attending classes, deferring grades, withdrawing from classes, or failing classes) will become ineligible to receive financial aid.

Students must be in an eligible degree program, certificate program, or transfer curriculum to receive financial aid at College of DuPage. Federal regulations require that the Minimum Academic Requirements for Financial Aid be applied to a student's academic performance regardless of whether or not financial aid has previously been received. When applying these standards, the student's full academic record at College of DuPage and any credit hours transferred to the College are taken into consideration. Students who have previously attended College of DuPage, but have not received financial aid, will have their academic progress reviewed before receiving aid for the first time. The review will determine if they are eligible to receive financial aid and/or if they should be placed on Financial Aid Discontinuance.

ACADEMIC PROGRESS is monitored using the standards listed below. Failure to meet any one of these standards will result in the student being ineligible for financial aid.

PLEASE NOTE: *Students who are receiving **only** the Illinois Veteran Grant (IVG) or the Illinois National Guard Grant (ING) must comply with the Standards of Academic Progress Policy as outlined in the current College of DuPage Catalog.*

I. Grade Point Average (Qualitative) Standard

Students who have earned 1 or more credit hours must comply with the College's Standards of Academic Progress Policy concerning grades and grade point average as defined in the current College of DuPage Catalog. If the student is "Dropped for Low Scholarship" under the College's Standards of Academic Progress Policy, financial aid will be discontinued. The discontinuance of the student's financial aid will remain in effect until the student is reinstated under the College's Standards of Academic Progress Policy.

If after financial aid is discontinued and the student successfully complies with the College's Standards of Academic Progress Policy and is in compliance with the Minimum Academic Requirements for Financial Aid, the student must submit a written request for financial aid eligibility to be reinstated.

II. Course Work Completion Rate (Quantitative) Standard

Students will be measured for the quantitative standard at the end of each semester. Students must successfully complete and receive credit for a minimum of 67 percent of all hours attempted. The number of credit hours needed to reach the 67 percent minimum is rounded up to the nearest whole credit hour, e.g., 14.6 credit hours calculated to reach 67 percent results in 15 credit hours being needed to meet the quantitative standard.

If at the end of a semester, a student has not successfully completed a minimum of 67 percent of all credit hours attempted, the student will be placed on **Financial Aid Warning** for the next semester attended.

If at the end of the "Warning" semester, the student has not successfully completed a minimum of 67 percent of all credit hours attempted, financial aid will then be discontinued, and the student will be placed on **Financial Aid Discontinuance**.

A. **Credit Hours Attempted** is defined as enrolled hours (college level courses, and remedial courses approved for financial aid purposes) on or after the first day of classes.

Students should obtain an unofficial copy of their transcript from the Records Office in order to calculate credit hours attempted. All grades of A, B, C, D, F, W, I, R and S are included in the calculation of credit hours attempted.

Students who are enrolled in *on-line courses* should be aware that the class(es) must be completed by the end of the term of enrollment, or the end of the subsequent term if enrolled in extended class(es). Students enrolled in extended courses, or courses not within the standard term dates, which have not been completed at the time of the satisfactory progress review could be placed on Financial Aid Warning or Discontinuance because the courses will be counted as hours attempted within the semester being reviewed. It is the student's responsibility to notify the Office of Student Financial Aid in writing when an extended and/or incomplete course has been completed.

B. **Credit Hours Successfully Completed** is defined as completion of a course (college level courses and remedial courses approved for financial aid purposes) in which a grade of A, B, C, D, or S is received.

PLEASE NOTE: Final grades of F, I, R and/or W equal zero credit hours earned for the course.

1. Students planning to register for *remedial and/or ESL* courses should check with the Office of Student Financial Aid prior to registration to make certain that the course(s) are approved by the Illinois Community College Board (ICCB) for financial aid purposes.

2. Students receiving an *Incomplete ("I")* grade that places them on Financial Aid Warning or Discontinuance must complete the course in accordance with the Standards of Academic Progress Policy as outlined in the current College of DuPage Catalog. Financial Aid is **not** notified when a student finishes an incomplete class or receives a grade change. *Therefore, it is the student's responsibility to notify the Office of Student Financial Aid in writing when an "I" grade has been completed and posted to the grade record and/or there has been any other grade change posted to the grade record.* The Incomplete grade change must be reported to the Office of Student Financial Aid within the financial aid year that the grade was received in order to have financial aid reinstated before the end of the award year.

III. Maximum Time Frame Standard

Students' maximum attempted hours of eligibility for financial aid at College of DuPage are determined by multiplying the length of the Academic Program by 150 percent. Included in attempted hours are credit hours transferred to College of DuPage from other institutions and "Prior" hours attempted at College of DuPage, **regardless of whether or not the student previously received financial aid**. Examples are as follows:

Certificate Program requiring 20 Credit Hours = 20 x 150% = 30 Maximum Credit Hours Attempted.

Certificate Program requiring 31 Credit Hours = 31 x 150% = 47 Maximum Credit Hours Attempted.

Degree or Transfer Program requiring 64 Credit Hours = 64 x 150% = 96 Maximum Credit Hours Attempted.

If financial aid is discontinued under this Maximum Time Frame Standard and you are enrolled in a degree program that requires more than 64 hours in general education and program requirements, please submit a written request for reinstatement to our Office. You must also include a statement from a counselor or academic advisor indicating your completion date.

Students who have taken remedial and/or ESL courses that have been approved by the ICCB may receive special consideration. Students are allowed a maximum of 30 attempted hours for remedial course work in addition to the 96 Maximum Credit Hour Limit.

The review of the Maximum Time Frame Standard will occur at the end of each semester. Once a student reaches 150 percent of the standard program hours, financial aid will be discontinued.

PLEASE NOTE: Students are required to meet ALL criteria, as described in Sections I, II and III, in order to maintain financial aid eligibility.

EVALUATION PROCEDURES

1. Students will be evaluated in accordance with the Minimum Academic Requirements for Financial Aid Policy prior to receiving financial aid and then after the completion of each semester. Students on Good Standing who do not meet the Minimum Academic Requirements for Financial Aid will be placed on Financial Aid Warning for the next semester attended.

2. Students who fail to meet the Minimum Academic Requirements for Financial Aid while on Warning will become ineligible for all federal, state and institutional aid programs and will be placed on Financial Aid Discontinuance. The Financial Aid Discontinuance begins the term following the review. For example: If the review occurs at the end of the Spring semester, then financial aid will be discontinued effective with the Summer semester.

3. The discontinuance of financial aid will be in effect until the student meets the minimum of 67 percent Course Work Completion Rate Standard as previously indicated in the Policy and is in compliance with the College's Standard of Academic Progress Policy. Students who have reached the 150 percent attempted hours limit will no longer receive financial aid.

4. If while on Financial Aid Discontinuance students comply with the Minimum Academic Requirements for Financial Aid by completing classes at their own expense, **it is their responsibility to notify the Office of Student Financial Aid in writing so that their eligibility for reinstatement can be reviewed.** Reinstated students are placed on Warning Status. If students meet the Minimum Academic Requirements for Financial Aid during the period of reinstatement, their status will be changed to Good Standing. Failure to meet the eligibility requirements after reinstatement will again result in discontinuance of financial aid.

5. Students are notified at the end of the each semester if their status is Warning or Discontinuance. A student's academic progress is adjusted positively or negatively in one-step increments. Therefore, movement on the policy goes from Good Standing to Warning to Discontinuance and vice versa.

REINSTATEMENT

If the student's financial aid is discontinued for failure to successfully complete the minimum of 67 percent (Course Work Completion Rate Standard) of **all** hours attempted, financial aid can be reinstated by:

1. Enrolling at the student's own expense and successfully completing the appropriate number of credit hours needed to achieve the 67 percent standard.
2. Receiving approval for reinstatement based on a successful appeal submitted to the Financial Aid Committee.

If the student's financial aid eligibility is discontinued for exceeding the maximum attempted hours (Maximum Time Frame Standard), financial aid can only be reinstated by a successful appeal submitted to the Financial Aid Committee.

APPEAL PROCEDURES

The Office of Student Financial Aid acknowledges that there can be extenuating circumstances that may have caused the student to not meet the Minimum Academic Requirements for Financial Aid. Students on Financial Aid Discontinuance may submit a typed appeal by the specified appeal deadline. The appeal deadline date is posted each semester in the Office of Student Financial Aid, or students may call the Office for the deadline date. Failure to meet this deadline will result in denial of the reinstatement request. Students who miss the deadline date must wait until the next appeal period.

The typed and signed appeal must:

1. **Clearly** detail the extenuating circumstances (reasons) for failure to meet the standard.
2. **Describe** the steps that have been taken to resolve those circumstances.
3. **Submit** the appeal with appropriate documentation to support the extenuating circumstances. Circumstances can include medical reasons related to the student; immediate family crises as they relate to the student; personal reasons related to the student, such as divorce, separation or employment problems; call to military service, or other circumstances which adversely affected academic performance. It is the student's responsibility to provide all necessary documentation of these circumstances. The Committee will not review incomplete appeals.

If the student is appealing the Maximum Time Frame Standard, the student must request and submit a degree audit and a counselor's or academic advisor's statement indicating the student's remaining courses and expected date of completion.

The Financial Aid Committee reviews appeals approximately four weeks after the end of each semester. **The Financial Aid Committee will not consider appeals with insufficient documentation.** The student is notified **by mail** of the Committee's decision as promptly as possible.

The Committee's decision is final.

Students whose initial appeal is denied cannot submit a subsequent appeal until successful completion of at least one additional term. If a student is placed on Financial Aid Discontinuance again after the committee approves a subsequent appeal, no additional appeals will be considered.

If you have any questions or need additional information regarding this policy or the appeal procedures, please contact the Office of Student Financial Aid, SRC 2050, (630) 942-2251.

Requirements are subject to revision in the event of any changes to applicable Federal Regulations.