

### Satisfactory Academic Progress Standards

Students who receive federal, state, and institutional financial assistance must meet certain requirements to maintain eligibility for aid. Each financial aid recipient shall be evaluated at the end of each semester. There are three standard elements in complying with satisfactory academic progress (SAP) set by federal regulations. If any or all are not met, the student will be on financial aid warning. Financial aid warning will allow the student one semester to achieve the satisfactory academic progress requirements, while receiving financial aid. These requirements are described below.

1. **Successful Completion Requirements:** Students must receive credit for a minimum total number of credits enrolled based on student's course load as follows: full-time students enrolled in 12 credit hours or more must earn a minimum of 10 credit hours; three quarter time students enrolled in 9-11 credit hours must earn a minimum of 9 credit hours; half-time students enrolled in 6-8 credit hours must earn a minimum of 6 credit hours; and less than half time students enrolled in 5 credit hours or less will be required to earn all hours attempted. Grades of "I", "W", and "F" will not satisfy the course completion requirements.
2. **Grade Point Average Requirement:** All students will be expected to acquire a 2.0 grade point average on all work completed each semester to remain in good academic standing.
3. **Time Frame Requirement:** All students attending Howard College/SWCID and receiving federal or state financial aid funds will have a time frame in which to complete their degree requirements. This time frame is the equivalent of 150 percent of the published length of the individual program

Please see chart below for limitations on each degree:

Degree/Certificate	Hours to complete requirements	Maximum covered by financial aid
Associate of Arts	60	90
Associate of Science	60	90
Associate of Applied Science	60-72	90-108
Certificate Level I	15-42	29-80
Certificate Level II	42-59	80-112

**Clock Hour Programs:** Students will be expected to complete a minimum of 50% of the clock hours required to complete the program by the end of the mid-point of the 150% time frame.

Students reaching the maximum number of hours attempted for their degree will not be eligible for federal or state financial aid. These students will be placed on immediate suspension for the time frame limitation. This time frame will include any semester that the student was enrolled even if the student did not receive financial aid and/or transfer work that is applied to the student's program of study and posted to their transcript. Periods of enrollment may be converted to semesters for non-consecutive enrollment. NOTE: Students that have earned 30 credits or more will be REQUIRED to submit an updated degree audit (plan) to the Financial Aid Office. Additionally, this degree plan should be reviewed with the academic advisor and the student each semester to ensure that the student is remaining on track to completing the approved degree plan. Students taking courses outside of their degree plan may exhaust financial aid eligibility prior to completion of degree.

A course previously completed with a grade of "D" or above cannot be used when determining financial aid eligibility, enrollment status, or satisfactory progress. EXCEPTION: An

exception can only be made if the repeat is required by the program of study as documented by the faculty advisor/counselor. Only one repeat is allowed under these circumstances.

Conversely, Howard College may not pay a student for retaking previously passed courses if the student is required to retake those courses because they failed a different course. For example, a student enrolls in four classes in the fall semester and passed three of them and fails one. The school requires the student to retake the three classes because they failed the one class. The student retakes all four classes in the spring semester. The failed class would be counted towards the student's enrollment status (and could have Title IV aid awarded for it), but the three classes previously passed in the fall would not be counted towards the student's enrollment status and would not be eligible for aid.

Students enrolled in the same course three or more times will not receive financial aid funding for that specific course.

### **Success Initiative**

#### **Learning Frameworks-Education 1100**

All first time in college students that take one or more college preparatory courses, will be required to take Learning Frameworks the first long semester they are enrolled.

**The following information will be added to the Academic Information section of the Catalog:**

**Definition of Credit Hour:** In accordance with federal regulations, a credit hour is an amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally established equivalency that reasonably approximates

1. Not less than one hour of classroom or direct faculty instruction and a minimum of two hours out of class student work each week for approximately fifteen weeks for one semester or trimester hour of credit, or ten to twelve weeks for one quarter hour of credit, or the equivalent amount of work over a different amount of time, or
  
2. At least an equivalent amount of work as required outlined in item 1 above for other academic activities as established by the institution including laboratory work, internships, practica, studio work, and other academic work leading to the award of credit hours.