

Satisfactory Academic Progress Requirements

At the end of each quarter, your cumulative grade point average and completion rates are reviewed to determine your academic standing and progress using the guidelines listed below.

Associate Degree Programs 108 Hours in Length

Number of Hours Attempted	% of Hours Completed	Minimum GPA
1-40 Hours	55%	1.25
41-80 Hours	60%	1.50
81-107 Hours	60%	1.75
108 Hours or more	60%	2.00

Associate Degree Programs 152 -160 Hours in Length

Number of Hours Attempted	% of Hours Completed	Minimum GPA
1-57 Hours	55%	1.25
58-136 Hours	60%	1.50
137-155 Hours	60%	1.75
156 Hours or more	60%	2.00

If you fail to meet the above guidelines, the following actions can be taken:

1st Quarter below guidelines: Placed on academic warning.

2nd Quarter below guidelines: Suspended from school.

Once you have attempted more than 50% of the hours required for the program, a warning period is no longer an option. If you fall below the minimum requirements, you will be suspended. You may be allowed to remain in classes as a non-regular student to get back into compliance. Tuition for classes attempted will be due and you will not be eligible for financial aid. These evaluation standards are based on maximum program length. The maximum program length is 150% of the normal program length. All courses attempted and transferred are included in this evaluation measurement. If it is determined that you will not be able to graduate from your program within 150% of the program length, you will not be eligible for financial aid. In addition, if you fail to complete or pass classes two quarters in a row at the college you may be automatically suspended from school.

Incompletes, transfers, and withdrawals have no effect on your cumulative grade point average at the time they are given; however, withdrawals and transfers do impact your completion percentage. Should an incomplete remain unchanged past one year of the original course start date, it will automatically be changed to a failing grade. This will impact both your GPA and your completion percentage. You do have the option of repeating a course for a better grade, and the previous grade is not used in calculating the cumulative grade point average; however, all courses do impact your hours attempted. You may receive financial aid to repeat a previously passed class one time only.

Only remedial classes or classes required for your degree can be used for financial aid eligibility. If you are interested in completing two majors at the college, you must let your academic advisor know as soon as possible so an academic plan can be developed to help you achieve your goal. However, students cannot be enrolled in two majors at the same time. As a graduate, a student may add one

additional major after receiving financial and academic counseling. If the second degree does not provide an economic benefit to the student, HJC retains the right to refuse enrollment until the student has actively looked for work for six months. If you request a change of major, all relevant coursework will be transferred to the new program. Financial aid will only be eligible for three programs at the college. You may appeal the three program rule for mitigating circumstances, such as a new program that has been added to the curriculum or a career change.

If you are denied financial aid because you are not within satisfactory progress guidelines, you may appeal the satisfactory progress standards for reinstatement. Request for an appeal must be put in writing and documentation of mitigating circumstances should be documented for consideration. Mitigating circumstances may include personal or family illness, personal or financial difficulties, loss of daycare provider, and workplace schedule conflicts. The Director and/or the Academic Affairs Director will hear the appeal.

If your appeal is successful, financial aid will be resumed, and you will be placed on academic appeal for one quarter. If you do not meet Satisfactory Academic Guidelines by the end of the quarter, you will be dismissed from school. If, during the appeal, it is determined you will not be able to meet satisfactory academic guidelines at the end of the term, an academic plan will be created for you. You must meet all the requirements of that academic plan to stay enrolled in the college. If your appeal is denied, you must wait one year before you can appeal again.

If you have been dismissed for lack of satisfactory progress, you may reenter classes after a one- quarter withdrawal. You will not be eligible for financial aid. Selective scheduling, academic counseling, and tutoring will be available to assist you.

Effective June 1, 2011