

Factors that may impact Satisfactory Academic Progress (SAP)

Withdrawals – All withdrawals are counted as attempted hours.

Repeated courses – Repeated courses are counted in the calculation of attempted hours. The initial enrollment of the course counts once and any repeat course counts as attempted hours.

Incomplete courses – An incomplete course is counted as attempted hours until the grade is changed to a passing grade and is then counted as attempted and completed.

Developmental courses – Developmental courses are subject to review under all aspects of the SAP policy.

Study Abroad – Courses approved for academic credit toward a degree taken in a study abroad program are counted as attempted and completed hours.

Transfer Hours – Transfer hours from other institutions accepted towards the student's education program count as both attempted and completed hours.

Change of Majors – All credit hours attempted will be included in the SAP determination.

Financial Aid Office



Financial Aid Office Phone Numbers

General Information
(708) 709-3735

Loan Information
(708) 709-3520

Scholarship Information
(708) 709-3562

Guidelines for Satisfactory Academic Progress

Comm 11/12

The Prairie State College (PSC) Financial Aid Office is required by federal regulation to monitor academic progress toward a degree or certificate for all degree-seeking aid applicants. The attempted coursework and cumulative academic record are reviewed prior to awarding aid for the term. Previous academic records, including transfer hours, are evaluated to determine eligibility.

Students are placed in the appropriate financial aid status before applying awards, even if no financial aid was previously received. All financial aid students are required to meet the minimum academic progress requirements. Students who do not meet the requirements will be placed on warning or termination status. This policy has no effect on your financial aid eligibility at any other institution.

Minimum Academic Progress Requirements:

1. Maintaining a 2.0 cumulative grade point average (GPA)
2. Completing 67% of the total attempted hours*
3. Attempting no more than 150% or 90 credit hours associated with the program*

Financial Aid Status Information

Satisfactory Status – Students who meet the minimum academic progress requirements will be placed on satisfactory status.

Warning Status – Students who are currently on satisfactory status and do not meet the minimum academic progress requirements at the end of the term will be placed on warning status.

Termination Status – Students who are currently on warning or probationary status and do not meet the minimum academic progress requirements will be placed on termination status. Termination status means ineligibility for financial aid.

*This includes credits transferred to PSC from other institutions and periods in which financial aid was not received.

Reinstatement of Aid Eligibility

Students on termination status may regain aid eligibility by earning a cumulative 2.0 GPA and completing 67% of the total attempted hours. Once a student's aid has been terminated, there are two options to regain eligibility:

Option I:

Achieve a cumulative GPA of 2.0, and complete 67% of your total attempted credit hours. Enrolling and successfully completing the hours you attempt with final grades of A and B, will assist in improving your GPA and completion rate. You may submit a Student Appeal Form to the Financial Aid Office, room 1350. On the form, please indicate you have successfully completed the required attempted courses and have established a cumulative GPA of 2.0.

Option II:

Students who feel they have extenuating/unforeseen circumstances beyond their control may submit an appeal form to the Financial Aid Office, room 1350. Students should submit supporting documentation related to the extenuating circumstances along with the appeal form.

Financial Aid Appeal Procedures

Students on termination status have the right to appeal if they had mitigating circumstances. All appeals must be complete, providing detailed information and supporting documentation. Acceptable conditions to file an appeal may include, but are not limited to:

- death of a family member;
- student had serious illness or injury, or the serious illness or injury of a family member.

If the appeal is approved, the student may be placed on financial aid probation status or be provided with an academic plan.

Probation Status – Students who successfully appeal can be placed on financial aid probation. Students on probation status are eligible to receive financial aid. If they achieve the minimum academic progress requirements in one term, they will be placed on satisfactory status. If the minimum academic requirements are not met, they will be placed on termination.

Academic Plan – Students who successfully appeal can be placed on an academic plan and receive financial aid for each term the student is on the plan. The objective of the academic plan is to help students meet the academic progress requirements. These are examples of academic plans:

- GPA – must enroll in at least 6 credit hours, achieve a semester 2.25 GPA, and complete at least 67% of credit hours attempted.
- Pace of completion – must enroll in at least 6 credit hours, achieve a semester 2.0 GPA, and complete 100% of credit hours attempted.

Maximum Time Frame Appeals

Students who have reached the maximum time frame requirement also may submit an appeal. The appeal must be accompanied by a personal letter outlining the challenges faced that impacted academic performance and the time needed to complete the program. In addition, an Academic Advising Plan including total credit hours and semesters needed to complete the program, must be included in the appeal. This plan is completed by an academic advisor.