Eligibility Requirements

General eligibility requirements for state and federal financial assistance programs are listed below. Other requirements may apply for certain programs. Be sure you meet all requirements before applying.

1. Be a citizen or eligible non-citizen.
2. Have a valid Social Security Number.
3. Have a high school diploma or a GED.
4. Have a reading score on the ACT or COMPASS test that meets the minimum requirement to complete a certificate or degree at Waubonsee. COMPASS testing is done by the Center for Learning Assessment.
5. Be in default on any student loan.
6. Not owe a refund on any grant or loan, and not have borrowed in excess of the loan limits, under Title IV programs, at any institution.
7. Agree to use any student financial aid solely for educational purposes.
8. Agree not to engage in the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance during the period covered by federal student aid.
9. If required, register with Selective Service.
10. Complete a Waubonsee New Student Information Form and select an academic program that is available through an online application at  www.waubonsee.edu.
11. Enroll for eligible classes. A list of ineligible programs is available online at www.waubonsee.edu/financialaid.
12. Make satisfactory academic progress toward a degree or certificate as defined in the Standards of Academic Progress (page 10 of this handbook).
13. Be aware that financial aid does not cover audited courses or more than one repeat of a previously passed course.
14. Accept the Terms and Conditions of all financial aid offered.

Steps in the Application Process

1. If you have not previously done so, complete a Waubonsee New Student Information Form and select an academic program that leads to a degree or certificate. A certificate program must be at least 16 credit hours to qualify for financial aid.

The New Student Information Form is available in the Admissions section at www.waubonsee.edu.

2. If you have attended another college or university and taken credit classes, have your academic transcripts sent to Waubonsee Community College. Also, complete a Transcript Evaluation Review Form (TERF) listing each previous school that you have attended. The TERF form is available in the Counseling section at www.waubonsee.edu.

3. Complete your 2013 federal tax returns. If you are applying as a dependent student, your parents should also complete their 2013 federal tax returns. Filing federal tax returns electronically results in income and taxes paid information being available more quickly from the IRS. This information must be provided by the IRS if the applicant is selected for Verification (see Verification on page 5).

4. Complete the 2014-2015 Free Application for Federal Student Aid (FAFSA) at www.fafsa.gov. Include the Waubonsee school code, 006931. If you submit your FAFSA by March 1, 2014, any aid programs for which you qualify should be awarded prior to your registration for the fall 2014 semester. Submitting the 2014-2015 FAFSA by March 1 will give you the best opportunity to be awarded the State MAP Grant.

5. Review the information on the Student Aid Report (SAR) that you receive as a result of filing the FAFSA and correct any errors. The SAR should have your Expected Family Contribution (EFC) and indicate if you have been selected for verification (see page 5).

6. Respond to any emails from the Financial Aid Office that request additional information to complete your application. Additional information can include federal tax returns.

7. Login to mywcc to review the financial aid programs offered and decide if you will accept any loans and/or work-study that are included. If you are accepting loans, complete the Entrance Counseling and a Master Promissory Note (MPN) on the Direct Loan website.

Utilizing mywcc

mywcc is the one-stop Web portal that has the information you will need to register and become a student at Waubonsee. mywcc is available through an icon at the top of waubonsee.edu.

When your New Student Information Form is processed by Admissions, or Waubonsee receives the electronic results of your Free Application for Federal Student Aid (FAFSA), you are given a student number (X-number).

This number and a password that you create are used to access the information on mywcc.

The Student Tab of mywcc includes information about registering for classes, your student account and the status of your financial aid application. If your aid information appears in the Financial Aid Tools section of the Student Tab, you are sent an email by the Financial Aid Office when:

- There are documents needed to complete your application or loan processing. Documents appear in the View Eligibility Information section of Financial Aid Tools.
- You have been awarded and need to accept the Terms and Conditions of your awards and/or accept loans and/or work-study. Awards appear in the View Awards section of Financial Aid Tools.

It is very important the Financial Aid Office has a correct email address and that you check your email at least weekly. Email notifications will tell you when your application status and/or your awards have been updated.

Financial Aid Handbook

This handbook has been designed to help students understand the process of applying for financial aid at Waubonsee Community College. We also want to inform students about the requirements for aid to be disbursed and for retaining financial aid eligibility. Please take a few minutes to go through the information presented in this handbook. The better you understand the financial aid process, the sooner you will find the aid programs and funds for which you are eligible. Also, the more you know, the better the Financial Aid Advisors can serve you.

The content of this publication is subject to change.
FINANCIAL AID PROGRAMS

Federal Grants

Pell Grant — This program is for students who have not earned a bachelor’s degree and is based on financial need. The maximum grant requires a zero Expected Family Contribution (EFC) and enrollment of at least 12 credit hours. Grants are reduced for higher EFCs and part-time attendance. Two semester grant amounts for full-time attendance ranged from $605 to $5,645 for 2013-2014.

Supplemental Education Opportunity Grant — Students must be Pell Grant eligible and have a zero EFC. Grants were $500 for students taking 12 credit hours in 2013-2014. Students must be enrolled for at least 6 credit hours.

State of Illinois Grants
The following grants are dependent on annual funding from the state.

Monetary Award Program (MAP) — This program requires Illinois residency and is based on financial need. The maximum grant for 2013-2014 was $1,587 based on 15 credit hours of attendance. Grants are reduced for less than 15 credit hours down to the minimum enrollment of 3 credit hours.

Federal Direct Education Loans — These loans are funded directly by the federal government. Once awarded a loan, the student must complete online Entrance Counseling and a Master Promissory Note found on the studentloans.gov website. Students who have previously borrowed a federal education loan from a private lender will need to complete a new Master Promissory Note. A minimum enrollment of 6 credit hours is required for the school to disburse a Direct Loan. Direct Loans can be either subsidized or unsubsidized.

Subsidized loans are based on financial need. Subsidized loans charge no interest until the student ceases to be enrolled at least half-time. Unsubsidized loans do not require financial need but interest is charged starting on the date of disbursement.

The Direct Loan awards are $3,500 for freshmen and $4,500 for sophomores per academic year. Subsidized loans are always awarded before unsubsidized. In addition to the $3,500/$4,500, dependent students can borrow an additional $2,000 in unsubsidized loan.

Cost of Attendance

All costs are based on 2013-2014. Tuition and fees will increase based on the rates that will be approved for 2014-2015. All other costs will be increased based on the annual inflation rate. A student becomes eligible for need-based financial assistance when his or her Expected Family Contribution is less than the total cost. State, federal and college financial aid programs are awarded to make up the difference.

Direct Cost
Tuition and Fees (12 hrs/semester) $2,520
Books and supplies $1,500
Other Cost
Transportation - $2,745
Housing and Food - $2,135*
Personal (clothing, laundry) - $1,415

Total Cost Per Academic Year* $10,315
*For dependent students living at home.

Verification

Some applicants are selected for Verification by the Department of Education. If selected, documentation of the following is required from the applicant and his/her spouse if married or parents if the applicant is a dependent student.

- Number in the household and number in college for 2014-2015

For 2013 (if applicable)
- Adjusted Gross Income
- Taxes paid
- Income earned from work (for non-tax filers)
- Child support paid
- Supplemental Nutrition Assistance Program (SNAP)
- Sources of untaxed income

Adjusted Gross Income and taxes paid can be documented through the IRS data retrieval tool in the FAFSA or by providing a tax transcript from the IRS. Additional documentation may be required before financial aid can be awarded.

Applying for Financial Aid

150% Subsidized Loan Limit
Effective July 1, 2013 for new borrowers only, subsidized loan eligibility is limited to 150% of the published length of the student’s academic program. The 150% is measured by academic years. Any semester or term for which a student receives a subsidized loan counts toward the 150%. This limit does not affect the student’s annual or cumulative loan eligibility.

Federal Direct Parent Loan (PLUS) — This loan is funded directly by the federal government and is not based on financial need. To apply, the parent completes the 2014-2015 Free Application for Federal Student Aid (FAFSA) and the Parent PLUS Loan Form found on the forms page under Applying for Financial Aid at www.waubonsee.edu/financialaid. Approval of a Parent Loan requires a credit check. Loans are limited to the difference between the total cost of attendance and any other financial aid the student is receiving. Once approved for a loan, the parent borrower must complete a promissory note on the Direct Loan website.

Federal Employment

Work-Study — Students are awarded funds based on their financial need. Students earn these funds by working on campus. Hourly pay for 2013-2014 was $9.45 and total earnings are limited to the amount awarded. Students must be enrolled at least 6 credit hours to work during the academic year. Listings of work-study jobs can be found at www.waubonsee.edu/employment.

Other Employment — Listings of non work-study part-time positions can be found at www.waubonsee.edu/employment.
Receipt of Financial Aid – Retaining Eligibility

Accepting Awards
You will be sent an email when you have been awarded aid. The email will instruct you to log into mywcc and accept the Terms and Conditions of your award. If you also accept a loan and have not borrowed a Direct Loan previously, you will be required to complete Entrance Counseling and a Master Promissory Note on studentloans.gov. The Entrance Counseling and Master Promissory Note should be completed as soon as possible after accepting a loan in order to complete the loan process in a timely manner.

Terms and Conditions
These must be accepted in mywcc before financial aid will hold your class registration or disburse and pay your charges.

Enrollment – I understand that my awards are based on full-time attendance (12 credits per term) and that if I have been awarded a MAP Grant that this award is based on 15 credits per term. Grants are reduced for less than full-time attendance. Loans and Federal Work-Study require a minimum of 6 credits per term. Pell Grants are based on enrolled credit hours as of the college’s Census Day, or the first day of enrollment, whichever comes first. Pell Grants are not adjusted for changes in enrollment after the Census Day or the first day of enrollment. Courses dropped during the 100 percent refund period or designated as “no shows” by the instructor(s) and not counted toward financial aid eligibility.

Attendance – I understand that attendance is required to establish eligibility for financial aid. Failure to attend one or more classes could result in a reduction to my financial aid. If I drop all classes or stop attending all classes before the 60 percent point of the term, I may be required to repay all or a portion of the aid that I have been awarded for that term.

Majors and Courses – I have reviewed the list of ineligible majors and courses on the WCC Financial Aid website and understand that these are not eligible for the receipt of financial aid. Only courses required for my major (including developmental courses) are used in determining aid eligibility.

Repeating Courses – I understand that only the first repeat of a previously passed course will count toward aid eligibility.

Entrance Counseling and Master Promissory Note – I understand that if I am accepting a Direct Loan, I must complete Entrance Counseling and a Master Promissory Note. The Entrance Counseling and Master Promissory Note are available on studentloans.gov.

Disbursement – I understand that disbursement does not begin until the third week of classes and that it is based on class attendance. Full disbursement does not occur until I have attended all classes, and disbursements may be reduced if I fail to attend all classes.

Payment Policy
An initial payment, or acceptance of financial aid, is required at the time of registration to hold the courses for which you register. Course registrations are canceled if there is no payment and no accepted financial aid. Accepting financial aid includes accepting the Terms and Conditions in mywcc, and if the financial aid consists of a loan, also accepting a loan amount and completing Entrance Counseling and a Master Promissory Note. The Entrance Counseling and Master Promissory Note are available on studentloans.gov.

The following are the proration percentages based on credit hours:

<table>
<thead>
<tr>
<th>Credits</th>
<th>Pell Grant %</th>
<th>MAP Grant %</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-6</td>
<td>100</td>
<td>100</td>
</tr>
<tr>
<td>7-11</td>
<td>100</td>
<td>88</td>
</tr>
<tr>
<td>12</td>
<td>100</td>
<td>88</td>
</tr>
<tr>
<td>13-14</td>
<td>100</td>
<td>87</td>
</tr>
<tr>
<td>15-16</td>
<td>100</td>
<td>87</td>
</tr>
<tr>
<td>17-20</td>
<td>100</td>
<td>87</td>
</tr>
<tr>
<td>21-24</td>
<td>100</td>
<td>87</td>
</tr>
<tr>
<td>25-29</td>
<td>100</td>
<td>87</td>
</tr>
<tr>
<td>30-35</td>
<td>100</td>
<td>87</td>
</tr>
<tr>
<td>36-40</td>
<td>100</td>
<td>87</td>
</tr>
<tr>
<td>41-50</td>
<td>100</td>
<td>87</td>
</tr>
<tr>
<td>51-60</td>
<td>100</td>
<td>87</td>
</tr>
<tr>
<td>61-70</td>
<td>100</td>
<td>87</td>
</tr>
<tr>
<td>71-80</td>
<td>100</td>
<td>87</td>
</tr>
<tr>
<td>81-90</td>
<td>100</td>
<td>87</td>
</tr>
<tr>
<td>91-100</td>
<td>100</td>
<td>87</td>
</tr>
<tr>
<td>101+</td>
<td>100</td>
<td>87</td>
</tr>
</tbody>
</table>

*Only students who are eligible for a full-time award of at least $2,295 for 2013-2014 were eligible to receive a Pell Grant for less than 6 credits.

Receipt of Financial Aid – Retaining Eligibility

Bookstore Charges – I understand that I am responsible for all bookstore charges that are not covered by financial aid awards.

Academic Progress – I understand that continued eligibility for financial aid depends on meeting the Standards of Satisfactory Academic Progress on the WCC Financial Aid website.

MAP Grant – By applying for financial aid and agreeing to share that information with the Illinois Student Assistance Commission (ISAC), you have been considered for the State of Illinois (IL) Monetary Award Program (MAP) Grant. If you meet the eligibility criteria for the MAP grant, an award is included on your awards letter. This award may be an estimate made by the Financial Aid Office and, if so, is identified as a “IL MAP Grant-Est.” MAP grants are limited based on the number of applicants and funding levels appropriated by the Illinois General Assembly. Please be aware that in light of state funding constraints, reductions to estimated or actual MAP grants are possible. Eligibility for a MAP grant is tracked by the equivalent number of semester credit hours of MAP benefits paid on your behalf. This is called MAP Paid Credit Hours. Payment for each term is being made according to the equivalent number of credit hours eligible for MAP payment, with a minimum of 3 and a maximum of 15 MAP Paid Credit Hours. There is a limit on the number of MAP Paid Credit Hours that can be paid while you are classified by your school as a freshman and sophomore. This limit is the equivalent of 75 MAP Paid Credit Hours. If this maximum is reached, you must attain junior status for your MAP grant eligibility to resume. The maximum number of MAP Paid Credit Hours that can be received is capped at 135. If a State of IL MAP Grant-Est is not included in your award letter, you are not eligible for the grant at Waubonsee Community College.

Grant Proration
Pell and MAP grants are offered based on full-time enrollment. Full-time enrollment is 12 eligible credit hours’ during a semester/term for Federal Pell Grant and 15 credits for the state MAP Grant. The initial awards are adjusted, or prorated, based on actual enrollment. The proration percentages for Pell Grant are based on full-time (12+ credit hours), three-quarter-time (9-11 credit hours), half-time (6-8 credit hours) and less than half-time (1-5 credit hours). MAP grant percentages are per credit hour down to a minimum of 3 credit hours.

Loan Credit Hour Requirement
Loans require that you be enrolled in at least 6 eligible credit hours. The number of credit hours above 6 does not affect the loan amount. The full amount of the loan will be disbursed.

*For a list of ineligible courses, see Ineligible Academic Programs on waubonsee.edu/financialaid
Receipt of Financial Aid – Retaining Eligibility

Disbursement Dates and Requirements
When you register for eligible classes, accepted financial aid will appear on your student account as expected aid and hold your classes. Financial aid does not pay your tuition and fees or generate any refund until it disburse. Enrollment for Pell Grant is determined by the number of credit hours on the college’s Census Day, or the first date of enrollment, whichever comes first. Changes in enrollment after Census Day or the first day of enrollment do not affect the amount of Pell Grant. For full semesters, the Census Day is the 10th day of classes. Loans disburse after Census Day and after the begin dates for a minimum of 6 eligible credits. If the student is a first time student and borrower, the loan disburse 30 days after the first day of class. Pell Grants disburse after the latest mid-term for the course(s) in which the student is enrolled. The disbursement dates and requirements are listed below.

<table>
<thead>
<tr>
<th>Aid Program</th>
<th>Required Documents</th>
<th>Credits Hours Used for Disbursement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Direct Loan</td>
<td>Title IV Authorization</td>
<td>Later of Census Date or the date the student has at least 6 credits</td>
</tr>
<tr>
<td>Pell Grant</td>
<td>Title IV Authorization</td>
<td>Later of Census Date or the first date of enrollment</td>
</tr>
</tbody>
</table>

Refunds
Refunds are generated when the amount of financial aid plus any payments exceed the amount of charges including tuition, all fees and the amount used for books. You must complete all requirements as noted in Disbursement Dates and Requirements above and have started attending classes in order for the full amount of your financial aid to disburse. If the classes you are attending on the first disbursement date are not sufficient for your aid to disburse, it will disburse when you start attending your remaining classes. ERefunds or refund checks are processed no later than 14 days after disbursement. ERefund is a way to have your Financial Aid balance and student refunds electronically deposited to your bank account instead of waiting for a check to be mailed to you. Sign up on myWCC.

Attendance Requirements
In order to retain eligibility for the aid that is disbursed and possibly refunded to you, you must attend class. Failure to attend a class will result in you being classified as a “no show,” which can reduce or cancel your financial aid for the semester. If you drop all classes, your aid will be reduced, and you may owe a balance to Waubonsee. If you do not complete any credits at the end of the term with grades of A, B, C and/or D, your financial aid eligibility will be reviewed based on your last date of attendance as reported by your instructor(s). If the last date of attendance is not after the 60 percent point of the term, your aid will be reduced, and you may owe a balance to Waubonsee. Failure to complete courses attempted will also reduce your completion rate. As indicated in the Standards of Academic Progress, a minimum completion rate of 67 percent is necessary to retain financial aid eligibility.

Bookstore Vouchers
If you have funds from your grant or loan awards in excess of your tuition and fees, funds are available in the bookstore for up to the maximums listed below. The earliest these funds are available is the day the book goes on sale for the upcoming semester. When you receive an email telling you the amount of the voucher, you can start using it in the bookstore.

<table>
<thead>
<tr>
<th>Credits</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>12 or more</td>
<td>$1,000</td>
</tr>
<tr>
<td>6 - 11 credits</td>
<td>$800</td>
</tr>
<tr>
<td>Less than 6</td>
<td>$500</td>
</tr>
</tbody>
</table>

Maximum

Additional Resources
The following numbers and websites may be useful for students to find out as much as possible about financial assistance for attending college:

- Waubonsee Community College (830) 486-7900, ext. 5774 www.waubonsee.edu/financialaid
- Information on Federal Student Aid Programs (800) 4FD-AID www.studentaid.ed.gov
- Illinois Student Assistance Commission (ISAC) (800) 899-ISAC (4722) www.collegezone.com
- FAFSA on the Web Customer Service Number (800) 433-3243 www.fafsa.gov
- Veterans Administration (888) GI-BILL-1 www.gibill.gov
- Internal Revenue Service (800) 829-1040 www.irs.gov
- Direct Loan Servicing www.studentloans.gov (800) 848-0979
- www.studentaid.ed.gov (800) 4FED-AID
- www.gibill.gov (800) GI-BILL-1
- www.collegezone.com
- www.fafsa.gov (800) 433-3243
- www.studentaid.ed.gov (800) 4FED-AID
- www.waubonsee.edu/financialaid
- www.studentloans.gov
- www.irs.gov
- www.collegezone.com
- www.gibill.gov
- www.fafsa.gov
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- www.irs.gov
- www.collegezone.com
- www.gibill.gov
- www.fafsa.gov
- www.studentaid.ed.gov
- www.studentloans.gov
- www.irs.gov

Students Rights and Responsibilities
Students interested in financial assistance at college have both rights and responsibilities.

- You have the right to ask a school:
  - Names of accrediting and licensing organizations.
  - About programs. About student costs of attending and the policy on refunds to students who drop out.
  - Procedures and deadlines for submitting applications for each available financial aid program.
  - Criteria used to select financial aid recipients.
  - How financial need is determined and how much of that need has been met.
  - To explain each type and amount of aid in your package.
  - The interest rate on any student loan, the total amount you must repay, the length of time you have to repay, when you must start repaying, and what cancellation or deferment provisions apply.
  - If you are offered a federal work-study job, the kind of jobs available, hours you must work, duties, the rate of pay, and how and when you are paid.
  - To reconsider your aid package if you believe a mistake has been made or if your enrollment or financial circumstances change.
  - How the school determines whether or not you are making satisfactory academic progress and what happens if you are not.
  - What special facilities and services are available to students with disabilities.

- It is your responsibility to:
  - Review and consider all information about a school’s program before you enroll.
  - Pay special attention to your application for financial aid, complete it accurately and submit it on time to the right place. Errors can delay or prevent your receiving aid.
  - Know and comply with deadlines for applying or reapplying for aid.
  - Provide additional documentation, verification, corrections or possibly refunded to you, you must attend class. Failure to attend a class will result in you being classified as a “no show,” which can reduce or cancel your financial aid for the semester. If you drop all classes, your aid will be reduced, and you may owe a balance to Waubonsee. If you do not complete any credits at the end of the term with grades of A, B, C and/or D, your financial aid eligibility will be reviewed based on your last date of attendance as reported by your instructor(s). If the last date of attendance is not after the 60 percent point of the term, your aid will be reduced, and you may owe a balance to Waubonsee. Failure to complete courses attempted will also reduce your completion rate. As indicated in the Standards of Academic Progress, a minimum completion rate of 67 percent is necessary to retain financial aid eligibility.

- Repay any student loans you have. When you sign a Promissory Note, you are agreeing to repay your loan.
- Notify the school of a change in name, address or attendance status. If you have a loan, notify your lender.
- Satisfactorily perform the work agreed upon in a federal work-study job.
- Understand the school’s refund policy.
- Meet all the Standards of Academic Progress.
Financial Aid Standards of Academic Progress

In accordance with the United States Department of Education and State of Illinois regulations, Waubonsee Community College has established minimum Academic Progress guidelines in the student’s receipt of financial aid. These standards apply to all students who apply for grant, loan and/or work-study funds from state or federal programs of financial aid. The standards apply to cumulative academic performance regardless of whether or not the student was an aid applicant during each term of attendance.

1. Completion Rate Requirement
A student must complete at least 67 percent of all credits attempted in order to finish his/her academic program within the Maximum Timeframe (see #3 below). The 67 percent completion rate applies to the total of transfer credits accepted plus Waubonsee credits earned divided by the total of transfer credits accepted plus Waubonsee credits attempted and to the total credits earned at Waubonsee divided by the total credits attempted at Waubonsee. Both completion rates must be at least 67 percent.

A. “Credit hours earned” refers to Waubonsee course credits for which the student received grades of A, B, C and/or D and to the transfer credits accepted toward the student’s program of study.
B. “Credit hours attempted” refers to all credit classes in which the student is enrolled after the refund period and to the transfer credits accepted toward the student’s program of study.
– Withdrawals after the refund period count as hours attempted.
– Students who enroll in telecourses must be aware that the class(es) must be completed by the end of the semester of enrollment and count as hours attempted for that semester.
C. Audits, proficiency tests and noncredit courses are not included in the total number of credits attempted or completed.
D. Repeated courses are always included in attempted hours. A repeated class for which the student earns credit is only counted once in completed hours unless the class is designated as one that can be repeated. This information is part of the course description in each term’s Credit Course Schedule.

2. Grade Point Average Requirement
A student must maintain a 2.0 cumulative grade point average. Federal regulations require the college to take into account a student’s academic performance throughout the course of study. Grades for repeated classes for which the student earns credit are averaged.

3. Maximum Timeframe Requirement
Student eligibility for financial aid at Waubonsee Community College is limited to 90 total attempted credit hours, which represents 150 percent of standard program length, or to the first AA, AS or AAS earned by the student, whichever occurs first. The 90 hours include transfer hours accepted from other institutions.

4. Evaluation and Academic Progress Statuses
A student is evaluated for academic progress following the completion of each academic term and his/her status will be one of the following:
Pass – The student is in the first term of enrollment and has not received grades, has not enrolled for credit courses, or is meeting all academic progress standards.
Warn – The student does not meet the required completion rate or GPA requirement as outlined in this policy. A student is able to receive financial aid while at WARN.
Fail – The student fails to meet the completion rate or the GPA standard at the end of the WARN term. The student is not eligible for federal and state financial aid programs.
Fail-A – If a student does not complete all courses attempted with a 2.0 average in each term subsequent to an appeal being approved, the student’s status will change to FAIL-A, FAIL after Appeal.

5. Appeals
A student at FAIL may submit a written appeal within 30 calendar days following the date the student’s academic progress is reviewed and the status changes to FAIL. Appeals turned in after the 30-day deadline can be denied. If there were mitigating circumstances that affected academic performance or if the student completed a minimum of 6 credits with a semester GPA of 2.0 and no withdrawals in the last term of attendance, the student may appeal the suspension of aid eligibility. Earned hours must have increased by 6. Failure to provide the required documentation for mitigating circumstances will result in denial of the appeal. If the appeal meets the requirements to be approved, the student will be notified that he/she must meet with a counselor to prepare a Financial Aid Academic Plan. This plan must be signed by a counselor and submitted to the Financial Aid Office before the appeal will be approved. The Financial Aid Academic Plan will specify the point in time when the student should be meeting the standards.

If the student was suspended due to exceeding the Maximum Timeframe Requirement, the student is required to submit an appeal and a Financial Aid Degree Audit signed by a counselor. The Degree Audit lists the courses that are required for the student to complete his/her degree or certificate program. Appeals and Academic Plans may be submitted for the pursuit of a second degree. Only courses on the Financial Aid Degree Audit are recognized for the receipt of financial aid. If the student completing an AAS, AA or A5 degree, has not attempted 90 credit hours and will continue at Waubonsee in a different major, the student can submit an appeal and a Student Information Change Form from the Records Office listing the new major. If the student applied to graduate but he/she has not completed all required courses, the student can change his/her graduation term by contacting the Graduation Analyst. Appeals will be considered on an individual basis by the Financial Aid Appeals Committee, and will be responded to in writing within 14 calendar days of receipt of the appeal. Appeals will be reviewed and either approved with no provisions, approved with provisions, or denied.

6. Re-Establishing Eligibility
A student who is below the Completion Rate and/or GPA requirements can re-establish eligibility by achieving a cumulative 2.0 GPA and/or a 67 percent completion rate as long as the student is not at or above the Maximum Timeframe Requirement. If the student is at or above the Maximum Timeframe Requirement, the student does not re-establish eligibility. Earned hours must have increased by 6. If the student is below the requirements may submit an Appeal after completing a minimum of 6 credits with a semester GPA of 2.0 and no withdrawals. Earned hours must have increased by 6.

7. Notice
This policy is subject to change without notice to comply with federal or state regulations, or Waubonsee Community College Board of Trustees policy or action. For the most current Satisfactory Academic Progress Policy, visit waubonsee.edu.