Financial Aid Handbook
2025-2026

www.waubonsee.edu/financialaid

WAUBONSEE
COMMUNITY COLLEGE

![Waubonsee Community College logo](WAUBONSEE COMMUNITY COLLEGE)

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Financial Aid Offices

Sugar Grove
Student Center, Room 234
Route 47 at Waubonsee Drive
Sugar Grove, IL 60554

Aurora Downtown
Room 241
18 S. River St.
Aurora, IL 60506

Aurora Fox Valley
2060 Ogden Ave.
Aurora, IL 60504

Plano Campus
100 Waubonsee Drive
Plano, IL 60545

Email
financialaid@waubonsee.edu

Website
www.waubonsee.edu/financialaid

Phone
(630) 466-5774

Fax
(630) 966-4846

Waubonsee does not discriminate based on any characteristic protected by law in its programs and activities.

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 at the top of waubonsee.edu.

When your New Student Application is processed by Admissions, or when 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.*

mywcc includes information about registering for classes, your student account and the status of your financial aid application.

You are sent an email from the Financial Aid Office when:

- There are documents needed to complete your application or loan processing.

- You have been awarded and need to accept the Terms and Conditions of your awards and/or accept loans.

It is very important the Financial Aid Office has a correct email address and that you check your email at least weekly. Once you have registered for classes, your waubonsee.edu student email will be used. 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.

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, SAT or ACCUPLACER test that meets the minimum requirement to complete a certificate or degree at Waubonsee. ACCUPLACER testing is done by Learning Assessment & Testing Services.

5. Not 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. Complete a Waubonsee New Student Application and select an eligible program. A certificate program must be at least 16 credit hours to qualify.** A list of ineligible programs is available online at **www.waubonsee.edu/financialaid.**

9. Enroll for eligible classes. A list of ineligible classes is available online at **www.waubonsee.edu/financialaid.**

10. Make satisfactory academic progress toward a degree or certificate as defined in the SAP policy on page 10.

11. Be aware that financial aid does not cover audited courses or more than one repeat of a previously passed course.

12. Accept the Terms and Conditions of all financial aid offered.

Not required when using the Alternative Application for Illinois Financial Aid at www.isac.org.

***Students enrolled at public institutions, in eligible short-term (under 16 credit hours) certificate programs that award credit hours, may be eligible for a MAP award.*

Steps in the Application Process

1. If you have not previously done so, complete a Waubonsee New Student Application 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 Application is available by selecting Enroll at the top of **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.

3. If you and your parent do not each already have one, students and parents (or spouses) will need to create an FSA ID at **studentaid. gov/fsa-id/create-account**. The FSA ID is a signature for all electronic documentation through Federal Student Aid.

4. Complete the 2025-2026 Free Application for Federal Student Aid (FAFSA) at **www.studentaid.gov.** Include the **Waubonsee school code, 006931.** The 2025-2026 FAFSA priority deadline for state MAP grant awards is March 1, 2025. Applications completed thereafter will continue to be reviewed through the end of the applicable semesters.

5. When completing the FAFSA, all contributors will **consent** to transfer their tax information through the **IRS Direct Data Exchange (DDX)**. The student and **all contributors must provide this consent** and approval on the FAFSA **in order to be eligible for financial aid**. Providing the consent even applies to contributors who don't have a Social Security Number, didn't file 2023 taxes, or who filed taxes outside the United States.

6. Review the information on the FAFSA Submission Summary (FSS) that you will receive after your FAFSA is processed. The FSS will indicate if you have been selected for Verification (see Verification section on page 5). The Student Aid Index (SAI) formula is an eligibility calculation for Federal Pell Grants and has redefined its minimum to be as low as -1500, which indicates a student with the highest level of need.

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

8. Login to *mywcc* to review the financial aid 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 **studentaid.gov** website.

FINANCIAL AID PROGRAMS
Federal Grants

Pell Grant – This program is for students who have <u>not</u> earned a bachelor's degree and is based on financial need. Families making less than 175% and single parents making less than 225% of the federal poverty level will see their students receive a maximum Federal Pell Grant award. Minimum Pell Grants will be guaranteed to students from households below 275%, 325%, 350%, or 400% of the poverty level, depending on household structure. Pell awards between the maximum and minimum amounts will be determined by the SAI.

Supplemental Education Opportunity Grant (SEOG) – Students must be Pell Grant eligible and have a Student Aid Index (SAI) between -1,500 and 0. Grants were $600 for students taking 12 credit hours during the fall and spring semesters based on funding availability. Students must be enrolled for at least 6 credit hours each semester.

State of Illinois Grants

Students who are not citizens or eligible noncitizens can apply for a MAP Grant by submitting an Alternative Application for Illinois Financial Aid available on www.isac.org.

Monetary Award Program (MAP) – This program requires Illinois residency and is based on financial need. The maximum grant for 2024-2025 was $2,448 based on 15 credit hours of attendance during the fall and spring semesters based on funding availability, and amounts may vary each semester. The MAP grant is only available in the fall and spring semesters of each academic year. Grants are reduced for less than 15 credit hours down to the minimum enrollment of 3 credit hours.

Federal Loans

Federal Direct Education Loans – These loans are funded directly by the federal government. Once awarded a loan, the student must complete Entrance Counseling and a Master Promissory Note found on the **studentaid.gov** website. Students who have previously borrowed a federal education loan from a private lender will need to complete a new Master Promissory Note (MPN). 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. Direct Loans are awarded as $3,500 for freshmen and $4,500 for sophomores per academic year. These amounts are the subsidized loan maximums. Subsidized loans are awarded up to financial need or the maximum, whichever is less. If the subsidized loan is less than the maximum, an unsubsidized loan is added.

Cost of Attendance

All costs are based on 2024-2025. Costs will increase based on future tuition rates and annual inflation. Current costs of attending Waubonsee Community College are available on www.waubonsee.edu. A student becomes eligible for need-based financial assistance when his or her Student Aid Index is less than the total cost. State, federal and college financial aid programs are awarded to make up the difference.

Direct Cost (Billable)
Tuition and Fees *(12 hrs/semester)*
$3,504
Books and supplies
$1,600

Indirect Cost (Non-Billable)
Transportation - $2,385
Living Expenses *(housing and food)* -
$11,350
Personal *(clothing, laundry)* - $1,688

Total Cost Per Academic Year*
$20,527
For dependent students living at home.

Financial Need
Financial need is the difference between the Total Cost of Attendance and the Student Aid Index (SAI) calculation based on the income and asset information submitted on the Free Application for Federal Student Aid (FAFSA).

Federal Direct Education Loans *(cont.)*

In addition to the freshmen/sophomore loan amounts, independent students can borrow up to $6,000 in unsubsidized loans. Dependent students can borrow an additional $2,000 in unsubsidized loans and if a parent does not qualify for a Parent Loan (PLUS), the additional unsubsidized loan increases to $6,000. Borrowing the additional unsubsidized loan requires the student to submit a Direct Loan Adjustment Request Form. This form is available on *mywcc*.

Only non-Pell eligible students are initially offered loans. Students who are not offered a loan can use the Direct Loan Request form located on *mywcc*.

Federal Direct Parent PLUS Loan — This loan is funded directly by the federal government and is not based on financial need. To apply, the dependent student completes the Free Application for Federal Student Aid (FAFSA) and the parent completes a Direct Parent PLUS Loan Application Form, which can be requested from the Financial Aid Office. A credit check will be conducted. 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 PLUS MPN (Master Promissory Note) on **studentaid.gov** under their own FSA ID login.

Federal Employment

Work-Study — Students are awarded funds based on their financial need. Students earn these funds by working on campus. Hourly pay for 2024-2025 was $15.25 and total earnings are limited to the amount awarded. Students must be enrolled at least 1 credit hour each semester to work during the academic year. Listings of work-study jobs can be found at: **waubonsee.edu/employment.**

Other Employment — Listings of non-work-study, part-time positions can be found at **waubonsee.edu/employment.**

Verification of Nonfiling

Verification of nonfiling is only required for a nontax filer who would file a tax return with a tax authority other than the Internal Revenue Service (IRS), (e.g., the Republic of the Marshall Islands, the Republic of Palau, the Federated States of Micronesia, a U.S. territory or commonwealth or a foreign government).

In this situation, a nontax filer who earned income would need to provide:

1. A signed and dated statement certifying—
   a. That the individual is not required to file a 2023 income tax return and
   b. The sources and amounts of earnings, other income, and resources that supported the individual(s) for the 2023 tax year;

Verification

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

For 2023 (if applicable)
Tax Filers:
- Adjusted Gross Income
- U.S. Income Tax Paid
- Untaxed Portions of IRA Distributions
- Untaxed Portions of Pensions
- IRA Deduction and Payments
- Tax Exempt Interest Income
- Foreign Income Exempt from Federal Taxation and Education Credits

Tax Filers & Non-Tax Filers:
- Family Size
- Proof of Identity
- Statement of Educational Purpose

Adjusted Gross Income and taxes paid can be documented through the IRS Direct Data Exchange (DDX) or by providing a tax transcript from the IRS. Additional documentation may be required before financial aid can be awarded.

Verification of Nonfiling *(cont.)*

(2) For individuals without a Social Security number (SSN), Individual Taxpayer Identification Number (ITIN), or Employer Identification Number (EIN), that they do not have an SSN, ITIN, or EIN; and

(3) A copy of IRS Form W–2 or equivalent document for each source of employment income received for the tax year being verified.

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 and view your award(s). If you have been offered a loan, you must also accept these awards to receive the funds.

Terms and Conditions

The following terms and conditions must be accepted in *mywcc* for Financial Aid to hold your class registration or to disburse funds and pay your remaining balance after applying financial aid or other payment resources:

Enrollment – I understand that my awards are based on full-time attendance (12 credits per term), and 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. The Cost of Attendance is reduced for less than full-time attendance which can affect subsidized loan eligibility. Loans require a minimum of 6 credits per term. Federal Work-Study requires 1 credit per term. Pell Grants are determined based on the number of enrolled credit hours as of the college's Census Day or the first day of enrollment for non-16-week courses, whichever occurs 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) are 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 in 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 Waubonsee 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 (MPN) unless these have previously been completed.

Disbursement – I understand that disbursement does not begin until the third week of classes and that class attendance is required. Full disbursement does not occur until I have begun attendance in all registered classes, and disbursements may be reduced if I fail to begin attendance in classes.

Payment Policy

An initial payment, or acceptance of financial aid, is required within one week 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 (MPN), online at **studentaid.gov.**

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 maintaining eligibility for financial aid requires meeting the Satisfactory Academic Progress policy, as outlined on the Waubonsee Financial Aid website.

All awards are contingent on the sufficient appropriation of federal and/or state funds and the fulfillment of the Terms and Conditions.

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. All MAP-approved institutions are required by the State of Illinois to announce MAP Grant awards to students who are enrolled or intending to enroll at their institution. An award amount is included in your financial aid package if you have met the eligibility criteria.

The MAP Grant award amount is an estimate made by the financial aid office and is identified as a "State of IL MAP Grant (Est)." Please be aware that the number of available MAP Grants is limited by funding levels approved by the Illinois General Assembly and the Governor, and reductions to estimated or actual MAP Grants are possible.

There are also limitations to how long you can continue to receive a MAP Grant. Usage is tracked by the number of credit hours for which you've received MAP benefits and is referred to as MAP Paid Credit Hours (MPCHs). The maximum number of MPCHs that can be received is 135, which is equivalent to approximately four and a half years of full-time enrollment. For your reference, and to learn more about MPCH limitations, you may access a record of your MPCHs, as well as other student resources, through the ISAC Student Portal at **studentportal.isac.org**.

Eligibility for the need-based MAP Grant award may indicate that you are eligible for assistance with expenses such as food, housing, or child care for dependent children. If you have dependent care expenses, ask the financial aid office about the federal dependent care allowance. For eligibility and application information about the Supplemental Nutrition Assistance Program (SNAP) and the Child Care Assistance Program, contact the Illinois Department of Human Services at 800-843-6154 or **www.dhs.state.il.us**. Contact the Illinois Hunger Coalition Hunger Hotline at 800-359- 2163 or **www.ilhunger.org**.

The following are the proration percentages based on credit hours:

Credits	Pell Grant %	MAP Grant %
15+	100	100
14	100	93
13	100	87
12	100	80
11	92	73
10	83	67
9	75	60
8	67	53
7	58	47
6	50	40
5	42	33
4	33	27
3	25	20
2	17	0
1	8	0

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 Pell Grant is prorated according to the student's enrollment intensity to the nearest whole point. MAP grant percentages are per credit hour down to a minimum of 3 credit hours.

Enrollment intensity for the Pell Grant is the percentage of full-time enrollment at which a student is enrolled, rounded to the nearest whole percent. For example, if full-time enrollment is 12 credit hours, and the student is enrolled in seven hours, the enrollment intensity would be $7 \div 12 \times 100\% = 58\%$.

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 minus the Department of Education processing fees.

For a list of ineligible courses, see Ineligible Academic Programs on waubonsee.edu/financialaid

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 disburses. Pell Grant eligibility is based on the number of eligible credit hours a student is registered for as of the college's Census Day or the first day of enrollment for a non-16-week course. Changes in enrollment after Census Day or the first day of enrollment do not affect the amount of Pell Grant. For 16-week classes, the Census Day is the 10th day of classes. All state and federal financial aid begins disbursing the week after Census Day for full-term courses. Enrollment status for initial disbursements is based on full-term courses only. Loans which require a minimum of 6 credits and additional Pell Grant may disburse when later starting courses begin. The disbursement requirements are listed below.

Aid Program	Required Documents	Credits Hours Used for Disbursement
Direct Loan	Title IV Authorization Terms and Conditions Financial Aid Tutorial	Later of Census Date for full-term courses or or attendance in 6 credits
Pell Grant	Title IV Authorization Terms and Conditions Financial Aid Tutorial	Later of the college's Census Day or the first day of enrollment for a non-16-week course.

Refunds

Refunds are generated when the amount of financial aid plus any payments exceeds the amount of charges including tuition, all fees and the amount used for books. To receive the full amount of your financial aid disbursement, you must meet all requirements listed under "Disbursement Dates and Requirements" and have begun attending all classes. 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. E-refunds or refund checks are processed no later than 14 days after disbursement. E-refund is a way to have 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* in the Student Account Suite.

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 Satisfactory Academic Progress policy, 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 books go 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.

Credits	Maximum Amount
12 or more	$1,000
6 -11 credits	$800
Less than 6	$500

Note: Students are required to present their photo ID and printed course schedule at all bookstore locations to utilize their book vouchers.

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
(630) 466-5774
www.waubonsee.edu/financialaid

Information on Federal Student Aid Programs
(800) 4FED-AID
www.studentaid.gov

Illinois Student Assistance Commission (ISAC)
(800) 899-ISAC (4722)
www.isac.org

FAFSA on the Web Customer Service Number
(800) 433-3243
www.studentaid.gov

Veterans Administration
(888) GI-BILL-1
www.gibill.VA.gov

Internal Revenue Service
(800) 829-1040
www.irs.gov

Direct Loan Servicing
(800) 848-0979
www.studentaid.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 you from receiving aid.
- Know and comply with deadlines for applying or reapplying for aid.
- Provide additional documentation, verification, corrections or new information requested by either the Financial Aid Office or the agency to which you submitted your application.
- Read, understand and keep copies of all forms you are asked to sign.
- Repay any student loans you have. When you sign a Master Promissory Note (MPN), 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 Satisfactory of Academic Progress (SAP) requirements. See page 10 for more information.

Receipt of Financial Aid – Retaining Eligibility

Financial Aid Satisfactory Academic Progress

In accordance with the regulations set forth by the United States Department of Education and the State of Illinois, Waubonsee Community College (WCC) hereby establishes the following Financial Aid Satisfactory Academic Progress (SAP) Policy. This policy applies to all students who apply for financial assistance through state or federal programs, including grants, loans, and/or work-study funds. This requirement does not apply to students who only receive the Illinois Veterans' or Illinois National Guard grants. It is designed to ensure that students are making satisfactory academic progress towards the completion of their academic programs. The standards outlined herein apply to a student's cumulative academic performance, irrespective of their financial aid application status in any given term. See below for the Satisfactory Academic Progress policy details:

1. Completion Rate Requirement

To maintain eligibility for financial aid, a student must complete at least 67 percent of all credits attempted. This completion rate is calculated by adding transfer credits accepted and Waubonsee credits earned, then dividing by the total of transfer credits accepted plus Waubonsee credits attempted. For any term in which a student attempts 12 or more credits, they must earn more than 0 percent of these credits, otherwise, they will automatically go to a FAIL SAP status. Failure to maintain a 67 percent completion rate after two or more terms requires the student to meet specific reinstatement criteria outlined in the Appeal/Reinstatement section.

A. Credit Hours Earned: includes grades of A, B, C, or D in WCC courses and accepted transfer credits.
B. Credit Hours Attempted: Encompasses all credit classes post-refund period and accepted transfer credits. Withdrawals after this period are included as attempted hours.
C. Exclusions: Audits, courses at or below 050, proficiency tests, and noncredit courses are excluded from the totals. Repeated courses count in attempted hours but only once in completed hours unless repeatable by design.

2. Grade Point Average (GPA) Requirement

Students must maintain a minimum 2.0 cumulative GPA to remain eligible for financial aid. This includes accounting for grades in repeated courses where credit is earned. Should the cumulative GPA fall below 2.0 over two or more terms, reinstatement can be pursued as outlined in the policy. See Appeal/Reinstatement in #5.

3. Maximum Timeframe Requirement

Financial aid eligibility at WCC is limited to 150% of the total required credit hours for a student's program or until the student earns an associate degree/certificate, whichever comes first. This includes accepted transfer hours from other institutions.

4. Evaluation and Academic Progress Statuses

A student is evaluated for academic progress following the completion of each academic term and their status will be one of the following:
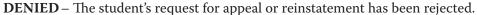
NEW/PASS – The student is in their first term of enrollment and either has not yet received grades, has not enrolled in any credit-bearing courses, or is currently meeting all standards for academic progress.

WARN – The student has failed to achieve the necessary completion rate or GPA as specified in this policy. However, the student is still eligible to receive financial aid while designated with a WARN status.

FAIL – If the student does not reach the required completion rate or GPA by the end of the WARN term or attempts to enroll in any courses during a term but does not successfully complete any credits, they will become ineligible for federal and state financial aid programs.

DENIED – The student's request for appeal or reinstatement has been rejected.

MAX-W (*Max Warn*) – The student has attempted the equivalent total number of credit hours necessary for their degree or certificate, counting both attempted credits and transfer credits. While at this status, known as MAX-W, the student is eligible to receive financial aid.

MAX – The student has attempted credits in excess of 150 percent of its published program credit requirements including transfer credits.

MAX-D (*Max Degree*) – The student has earned an associate degree or higher.

MAX-A (*Max Approved*) – The student's Appeal/Reinstatement Request, along with a Financial Aid Degree Audit, has been approved. To maintain this approval status, the student must successfully complete all courses attempted as specified on the FADA, without any F grades or withdrawals. Furthermore, the student is required to maintain a minimum GPA of 2.0 in each term following this approval until they have completed all the courses listed on the FADA. If the student still does not meet the minimum requirements, they will go to FAIL-A.

P-APPL (*Probation-Academic Plan*) – The student's Appeal/Reinstatement Request has been approved, granting probationary status for one term, during which the student may continue to receive FSA funds. At the end of this probationary term, the student's Satisfactory Academic Progress status will be reevaluated and updated to one of the following statuses for the next term:

> » **PASS**: The student achieved the cumulative minimum satisfactory academic progress standards (2.0 cumulative GPA and 67% completion rate).
> » **FAAP-A**: The student successfully completed all attempted courses without any F grades or withdrawals and achieves at least a 2.0 GPA but has not yet met the cumulative minimum standards.
> » **FAIL-A**: The student failed to meet one of the above minimum criteria while on P-APPL.

FAAP-A (*Financial Aid Academic Plan - Approved*) – The student has finished their probationary semester and is adhering to the conditions of their academic plan, but they still haven't reached the minimums of Satisfactory Academic Progress (SAP). Students who are on an academic plan will maintain this status until they either meet the minimum SAP criteria or fail to comply with the conditions of their Financial Aid Academic Plan (FAAP). Students will need to complete the Financial Aid Academic Plan Acknowledgement web form and are required to upload a copy of the plan emailed to them by their advisor each semester.

FAIL-A (*Fail After Appeal*) – If a student fails to meet the minimums of Satisfactory Academic Progress (SAP) after their probationary term, or fails to adhere to the conditions of their approved academic plan in later terms, their status will be updated to FAIL-A.

5. Appeal/Reinstatement

Appeal requirements are based on the student's ineligible status.

FAIL OR FAIL-A – The student may submit an Appeal/Reinstatement Request. To be approved, the student must meet one of the following:

- **Appeal** – There must be documented mitigating circumstances, like medical, that affected the student's academic performance. Failure to provide the required documentation for mitigating circumstances will result in denial.
  - Required Documentation:
    - » Satisfactory Academic Progress Appeal/Reinstatement Request Form, and
    - » Medical Issue – Supporting medical documentation, or
    - » Death of a Family Member - Obituary or funeral program, or
    - » Assault/Domestic Violence – Police report, or court documentation, or letter from clergy, social worker, counselor, or health professional. - and-
    - » Financial Aid Academic Plan (FAAP).
- **Reinstatement** – The student can request reinstatement based a review of their last term of attendance. The student must have completed all courses attempted (no withdrawals or grades of F) earning a minimum of six credits with a semester GPA of 2.0. Earned hours must have increased by six.

Information continues on back page.

If the submitted Appeal/Reinstatement Request meets one of the above requirements, the student will then be notified that they must meet with an Academic Advisor to prepare a Financial Aid Academic Plan. This Plan must be signed by the student and an Academic Advisor and be submitted to the Financial Aid Office before the Appeal/Reinstatement Request will be approved for the upcoming term. Until the student meets the minimum Satisfactory Academic Progress (SAP) requirements, they will remain in the status of Probation-Academic Plan (P-APPL) or Financial Aid Academic Plan-Approved (FAAP-A).

MAX – The student is required to appeal and submit a Financial Aid Degree Audit signed by an Academic Advisor. The Degree Audit lists the courses that are required for the student to complete their degree or certificate program. Students can also appeal to complete preparatory courses required for acceptance to an academic program at another school by submitting a letter from the other school listing the courses that are required for admission. If approved for the additional courses, the student's status is changed to MAX-A.

MAX-D – An appeal and Financial Aid Degree Audit signed by an Academic Advisor may be submitted for the pursuit of an additional degree other than an AGS, Certificate, or for preparatory courses required for an additional degree. Only courses on the Financial Aid Degree Audit are recognized for the receipt of financial aid. If the student applied to graduate but has not completed all required courses, the student can change their graduation term by emailing graduation@waubonsee.edu. If approved for an additional degree, the student's status is changed to MAX-A.

Appeals need to be submitted by the official Drop with Refund deadline for the last quarter of the semester to be eligible for consideration. Any appeals received after this deadline will be considered for the next semester.

Students will receive email notification of the committee's decision within 14 calendar days after the committee receives a fully completed appeal, which includes any required documentation; Financial Aid Academic Plans (FAAPs), Financial Aid Plan Acknowledgement web form, or Financial Aid Degree Audits (FADAs). The appeals committee's decision is conclusive and final.

6. Re-Establishing Eligibility
A student who does not meet the required Completion Rate and/or GPA can regain eligibility by attaining a cumulative GPA of 2.0 and/or completing 67 percent of their attempted courses. However, this is only possible if the student has not reached the MAX status, which occurs when they attempt credits more than 150% of the credits required for their program, including transfer credits, or the MAX-D status, which is assigned upon completion of an associate degree or higher. Once the student meets these criteria, their status will be updated to PASS.

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. Visit **www.waubonsee.edu** for the most current Satisfactory Academic Progress Policy.

www.waubonsee.edu/financialaid