Students who receive benefits in any of the following programs - Pell Grant, Illinois Monetary Award Program (MAP), Federal Work-Study, FSEOG, Direct Student Loan (subsidized and unsubsidized), TEACH Grant, Illinois Veterans Grant (IVG)(GPA Only), and Illinois National Guard Grant (ING) (GPA only) must maintain satisfactory academic progress at the end of each term. Students must successfully complete a percentage of their hours enrolled and earn grades that place them in satisfactory academic progress, in order to continue to be eligible to receive financial aid. Complete details are listed below.

1. **COURSE COMPLETION REQUIREMENT (Will be measured at the end of each semester)**
   - **Semester:** All students must successfully complete at least 67% of each semester hours attempted.
   - **Cumulative:** All students must successfully complete at least 67% of all semester hours attempted while at Morton College.

   *Please refer to the Course Completion Requirement table for an explanation of the 67% policy.*

   **COURSE COMPLETION REQUIREMENTS**
<table>
<thead>
<tr>
<th>Enrolled (Attempted) Credit Hours</th>
<th>Must Complete (Earned) Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>16hrs.</td>
<td>11hrs.</td>
</tr>
<tr>
<td>14-15hrs.</td>
<td>10hrs.</td>
</tr>
<tr>
<td>13hrs.</td>
<td>9hrs.</td>
</tr>
<tr>
<td>11-12hrs.</td>
<td>8hrs.</td>
</tr>
<tr>
<td>10hrs.</td>
<td>7hrs.</td>
</tr>
<tr>
<td>8-9hrs.</td>
<td>6hrs.</td>
</tr>
<tr>
<td>7hrs.</td>
<td>5hrs.</td>
</tr>
<tr>
<td>6hrs.</td>
<td>4hrs.</td>
</tr>
<tr>
<td>5hrs or Less</td>
<td>all credit hours</td>
</tr>
</tbody>
</table>

   Grades of A, B, C, D, and P’s are considered successful completions. Grades of incomplete (I), withdrawal (W), Failure (F), Unsatisfactory (U), are NOT considered successful completion. Developmental courses (zero level) are included in the total number of hours attempted. Excused withdrawals will count toward hours attempted for the cumulative completion rate as well as cumulative GPA. *Not applicable to Veterans’ Benefits*

2. **GRADE POINT AVERAGE**
   For financial aid purposes, the GPA is calculated using all Morton College 100 and 200 level credit classes. The following GPA requirement applies: **All students must maintain a cumulative grade point average of 2.0 or greater.**

3. **MAXIMUM TIMEFRAME REQUIREMENT**
   Students will NOT be allowed to receive financial aid after 150% of their undergraduate program is exceeded. For instance, if your academic program can be completed within 62 credit hours, the maximum period must not exceed 93 (62 x 1.5) attempted credit hours. This includes transfer work and coursework equivalent to an awarded Associate’s Degree. For students pursuing a certificate program (30 credit hours), the maximum period must not exceed 45 (30 x 1.5) attempted credit hours. All enrollments such as repeats and withdrawals at Morton College are considered attempted hours even if no financial aid was previously received. All students receiving an Associate’s Degree or Certificate will be required to submit an appeal explaining the reason why they are pursuing an additional degree or certificate.

4. **FINANCIAL AID WARNING/SUSPENSION/PROBATION**
   - **Warning:** The first time a student fails to maintain a minimum cumulative GPA of 2.0 and/or 67% course completion rate, he/she will be placed on warning. Students placed on warning are still eligible to receive financial aid for one semester.
   - **Suspension:** Students will be placed on suspension status the following semester if he/she fails to achieve a GPA of 2.0 for the second time. A student will also be placed on suspension status if the current and/or cumulative attempted credit hour completion rate is less than 67% for the second time. Students placed on suspension status will be ineligible for any federal or state monies. Notification of ineligibility will be sent after final grades have been posted, however it is the student’s responsibility to know their academic progress status and how it affects their eligibility.
   - **Probation:** Students will be placed on probation if their appeal* is approved by the Financial Aid Standards of Progress Committee. If the student does not meet financial aid standards, he/she will be terminated from receiving financial aid and will not be granted another opportunity to appeal.

   * A student who is placed in suspension status due to not maintaining satisfactory academic progress may submit a Standards of Progress appeal for reinstatement if he/she believes extenuating circumstances may exist. All appeals will be directed to the Financial Aid Standards of Progress Committee.

   **Note:** All prior academic records that do not meet the minimum standards set by Morton College will automatically be placed on a Financial Aid Suspension regardless of receipt of previously awarded aid.
5. **DEVELOPMENTAL COURSEWORK**
Students may receive financial aid for a maximum of 30 attempted semester hours of developmental coursework if student is accepted into an eligible program (please see a complete listing of courses in the 2014-2015 Morton College catalog).

6. **REPEATED COURSEWORK**
Financial aid will only be granted once for the repeated course taken. Further information is available in the 2014-2015 Morton College Catalog. Reminder: All repeats including passed or failed will be included in the total number of hours attempted.

7. **ATTENDANCE**
Students who receive financial aid must be actively pursuing their coursework throughout the semester. A student authorizes Morton College to monitor their academic progress in order to receive financial assistance at Morton College. All funds received under Title IV programs must be used only for expenses related to attending Morton College. Financial Aid cannot be used at two schools during the same payment period.

8. **RETURN FEDERAL FUNDS POLICY**
The amount of federal financial assistance that a student receives is based on the completion of all registered coursework. Any student who withdraws completely from a semester may be required to return a portion of the federal funds that have been previously applied to his/her account. The final amount of financial aid earned will be based on the length of time that a student was attending courses during the term. A student who withdraws from all registered coursework should make an appointment with a financial aid assistant to determine if a portion of unearned federal funds will need to be returned to the federal aid program(s).

9. **TUITION PAYMENT**
Since awards are applied against a student’s tuition at the 5th week of the semester, all students who have a valid FAFSA will have tuition hold placed on their account. This hold will prevent student’s classes from being dropped for nonpayment. Once financial aid is applied, it is the student’s responsibility to pay any remaining balance. If a student does not qualify for any assistance, the student must make arrangements with the Cashier’s Office to pay the outstanding balance.

10. **BOOKSTORE**
Only students with grant funds in excess of their tuition and fees can purchase books and supplies in the Morton College Bookstore with a book voucher. Bookstore vouchers are available in the Financial Aid Office during a four-week period every semester; beginning two weeks before classes start and ending at the end of the 2nd week of the semester. Students may stop by the Financial Aid Office during this period to check on their eligibility for a book voucher. Should a student change or drop any classes or verification was completed and a change in their eligibility occurred, a student may have to reimburse the Business Office for all charges that were previously covered by the grant funds.

11. **FINANCIAL AID DISBURSEMENT POLICY**
After financial aid awards are applied to students’ tuition, fees, and bookstore charges, the credit balance will be released to students in one disbursements—at the end of the 5th week of the semester. The disbursement date is subject to change and notification will be sent. Check refund notification and pick-up dates and times by last name will be sent via mail and email. Information will also be posted under the Financial Aid link located on the college’s webpage.

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**CERTIFICATION AND AUTHORIZATION STATEMENT**

____ I certify that I do not owe a refund on a grant or loan, am not in default on any loan, or have made satisfactory arrangements to repay any defaulted loan, and have not borrowed in excess of the loan limits -- under Title IV, at any institution.

____ I will use all Title IV money received only for expenses related to study at Morton College.

____ I authorize Morton College to apply any Title IV financial aid toward payment of my tuition, fees, and college bookstore charges for the 2014-2015 academic school year.

____ I certify that I have read and agree to the policy and requirements on this Standards of Academic Progress Contract.

<table>
<thead>
<tr>
<th>Student Name</th>
<th>Social Security Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student’s Signature</td>
<td>Date</td>
</tr>
<tr>
<td>Driver’s License or State I.D. No</td>
<td>Staff Verification Initials</td>
</tr>
<tr>
<td></td>
<td>Date</td>
</tr>
</tbody>
</table>

Policies are subject to change upon approval of the Financial Aid Standards of Progress Committee. Failure to complete contract will cause you to lose financial aid eligibility/incomplete contracts will be voided.

Submit this signed worksheet:

Financial Aid Office, Room 205B, Morton College, 3801 S. Central Ave. Cicero, IL 60804

Morton College does not discriminate on the basis of race, color, religion, national origin, gender, sexual orientation, age, marital status, or disability in its educational, admissions or employment policies.

Updated on: 4/11/14