

Trinity Valley Community College Satisfactory Academic Progress Policy

Regulations for federal and state aid programs require that students make satisfactory academic progress (SAP) to receive financial aid funding. These requirements take into consideration not only grades and hours but also a cumulative time frame to receive Title IV student financial aid. This policy applies to all students at Trinity Valley Community College receiving financial aid from the programs identified below.

A. QUALITATIVE MEASUREMENT: Pell, TPEG, SEOG, Stafford (subsidized and unsubsidized) Loans, Work-Study, TVCC Departmental Scholarships

Students receiving Title IV federal aid and/or TVCC Departmental scholarships must maintain a cumulative GPA of 2.0. Some departmental scholarships require a higher GPA. See the current college catalog for those requirements. Students receiving the TEXAS Grant must meet the school's SAP policy at the end of the 1st year. At the end of subsequent years, students must complete 75% of the hours taken with a minimum cumulative GPA of 2.5 to continue receiving the grant. Students receiving the TEXAS Educational Opportunity Grant (formerly TEXAS Grant II) must complete 75% of the hours taken with a minimum cumulative GPA of 2.5 to continue receiving the grant.

B. QUANTITATIVE MEASUREMENT: Pell Grant only; minimum hours to complete

In addition to meeting the GPA requirement, students receiving Federal Pell Grant funding must also complete with a passing grade the minimum number of hours for the enrollment status in which they were funded, as listed below:

Enrollment Status

# of weeks in semester	FullTime		3/4 Time		1/2 Time		Less Than 1/2 Time	
	Must Enroll In	Must Complete	Must Enroll In	Must Complete	Must Enroll In	Must Complete	Must Enroll In	Must Complete
16 weeks (F/Sp)	12	9	9	6	6	6	3 to 5	Enrolled Hours
12 weeks (Mini-All Summer)	9	6	7	4	5	5	3 to 5	Enrolled Hours
11 weeks (Mini-Choices)	9	6	7	3	5	5	3 to 4	Enrolled Hours
10 weeks (Mini-Choices)	8	5	6	4	4	4	3	Enrolled Hours
9 weeks (Mini)	7	5	5	3	4	4	3	Enrolled Hours
8 weeks (Mini)	6	4	5	3	3	3	N/A	N/A
6 weeks (Summer)	5	3	4	3	3	3	N/A	N/A

C. QUANTITATIVE MEASUREMENT: Other aid, minimum hours to complete

Students receiving the following types of financial aid must complete with a passing grade a total of six (6) credit hours each semester in which funding is received:

1. Stafford Loans (Subsidized and/or Unsubsidized and/or PLUS)
2. Federal and/or Texas Work-Study
3. Texas Public Education Grants (TPEG)
4. Federal Supplemental Education Opportunity Grant (FSEOG)

Students receiving TVCC Departmental Scholarships must complete 12 semester hours to remain eligible for departmental scholarships.

Grades of "W" or "I" will count as attempted but not completed and will not satisfy the hours completed requirements for Satisfactory Academic Progress assessment. An "IP" received in a developmental course will be counted as a "C" in calculating financial aid GPA and will count as a completed course for Satisfactory Academic Progress assessment.

D. QUANTITATIVE MEASUREMENT: 150% Time-Frame Limit

A student pursuing a two-year program of study (Associate Degree) or a one-year program of study (Certificate) may receive financial aid for up to 150% of the hours his/her degree plan requires. Students who exceed the time frame, semester-hour limit will no longer be eligible for financial aid. Developmental courses do not count toward the 150% limit. However, a student is also limited to receiving financial aid for 30 semester hours of developmental course-work. Withdrawals, failures and repeated courses FROM ALL POST-SECONDARY INSTITUTIONS count toward this 150% limit. Therefore, we must have a transcript from each institution attended, whether the student received financial aid there or not. If a student is denied financial aid because he has exceeded the time-frame limit, an "Out of Hours" appeal may be submitted by following the instructions in the appeal section of this document.

E. FINANCIAL AID PROBATION

If, after the first semester of receiving financial aid, a student does not meet either the minimum hours completion requirement **OR** the GPA requirement, he will be placed on **financial aid probation**. He **WILL** be able to receive financial aid for the next semester of enrollment.

F. FINANCIAL AID SUSPENSION

If, after the second semester of receiving financial aid, a student does not meet either the minimum hours completion requirement **OR** the GPA requirement, he will be placed on **financial aid suspension**. He **WILL NOT** be able to receive further financial aid until he meets the

requirements to have his/her eligibility reinstated. These requirements are described under the Appeal Policy. **EXCEPTION:** If a student is in danger of being placed on suspension because his CUMULATIVE GPA is below 2.0 for the second semester, the policy provides that he will not be placed on suspension if his CURRENT GPA for the second semester is at least 2.0, but was not enough to bring his CUMULATIVE GPA to the 2.0 level. **EXAMPLE:** 1st semester Current GPA 1.50 - Cumulative GPA 1.50, 2nd semester Current GPA 2.5 – Cumulative GPA 1.98. The student would NOT be placed on suspension, because he is making Satisfactory Progress **NOW**. The student would remain on financial aid probation (as long as his Current GPA continues to be at least 2.0) until the Cumulative GPA is brought up to 2.0.

REGAINING ELIGIBILITY

1. A student who loses eligibility for federal financial aid because he did not meet the minimum hours completion requirement must "make up", at his own expense, the number of hours he was deficient for the semester in which he was placed on suspension. **EXAMPLE:** Enrolled in and received aid for 12 hours, needed 9 hours to meet SAP requirements, completed only 6 hours. Must "make up" 3 hours at his own expense to regain eligibility for financial aid. Hours taken in any subsequent semester can count toward making up a deficiency. However, repeated courses cannot be used to make up an hour requirement deficit. Transfer hours can be considered in determining if a student has regained eligibility. A student who lost eligibility prior to this policy will be required to follow these current guidelines to regain eligibility. If a student was placed on suspension prior to this policy, and this policy would not have placed them on suspension, then they may automatically be removed from suspension.
2. A student who loses eligibility because he did not meet the GPA requirement must bring his cumulative GPA up to 2.0, at his own expense, before regaining eligibility. **EXAMPLE:** Current GPA for the semester in which he was placed on suspension was 1.75. The student must bring his cumulative GPA up to 2.0 to regain eligibility for financial aid. Grades achieved in any subsequent semester and transfer hours can count toward making up a deficiency.
3. A student who loses eligibility for a TVCC Departmental Scholarship because he did not meet the minimum hours completion requirement must "make up," at his own expense, the number of hours he was deficient for the semester in which he was placed on scholarship suspension.
4. A student who loses eligibility for a TVCC Departmental Scholarship because he did not meet the GPA requirement must bring his/her cumulative GPA up to 2.0, at his own expense, before regaining eligibility.

Students are responsible for notifying the office of student financial aid and providing a copy of their grades when they believe they have met the requirements to regain eligibility for Title IV assistance.

G. APPEALS

If a student completes the above requirements, no appeal to the Financial Aid Appeals Committee is necessary. However, if a student has documented extenuating circumstances, he may appeal the denial of financial aid by submitting to the Director of Student Financial aid an appeal in writing to the Financial Aid Appeals Committee. Conditions that may serve as grounds for an appeal are: medical problems with self or close family member, car accident, death in the family, etc. The student will need to submit this appeal to be placed on the list to appear before the Financial Aid Appeals Committee. **THE STUDENT MUST BE ON THE LIST TO ATTEND THE APPEALS MEETING.** The decision for approval or denial of this appeal will rest with the Financial Aid Appeals Committee. The student will be told at the committee meeting of the approval or denial of his/her appeal.

"OUT OF HOURS" APPEAL If a student is denied financial aid because he has exceeded the maximum time frame allowed (150% of the hours required on their degree plan), an appeal may be submitted to the Director of Student Financial Aid. This appeal **MUST** be in writing and must include:

- 1) a letter of explanation as to why the student has not completed his/her education (change of major and why changed, etc.);
- 2) a copy of the degree plan the student is now pursuing;
- 3) an evaluation of the previously attempted courses by an academic counselor to determine which courses will apply to the current degree plan.

If the student is pursuing an Associate of Applied Science degree or Certificate of Completion from one of TVCC's vocational programs, he must provide the degree plan audit from a TVCC academic counselor. If a student is pursuing an associate degree to transfer to a university (or just taking transfer courses), he must provide a degree plan audit from an academic advisor at the college or university where he plans to transfer. This audit must be clear, understandable and in writing. The total number of hours needed to complete course-work at TVCC will be determined. The student will receive aid for up to four (4) hours over and above the number of hours lacking (according to the degree plan audit) to complete his/her course-work with TVCC. Once the student has completed the number of hours approved, he will no longer be eligible for financial aid with TVCC. Only one appeal of this type may be submitted.