

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. All standards must be met for SAP to be maintained. If a student is applying for federal assistance, SAP will be analyzed and determined, even for periods of enrollment where federal assistance was not received.

A. QUALITATIVE MEASUREMENT: Pell, TPEG, SEOG, Direct Student Loans (subsidized and unsubsidized), Work-Study, TVCC Departmental Scholarships, State of Texas Educational Aide Exemptions

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 or the TEXAS Educational Opportunity Grant (Formerly TEXAS Grant II) must meet the school's SAP policy at the end of the 1st year. At the end of subsequent years, all students receiving the TEXAS Grant must complete at least 75% of the hours attempted in the prior academic year, have an overall college grade point average (GPA) of at least 2.5 on a 4.0 scale and complete at least 24 semester credit hours per year. Students receiving the TEXAS Educational Opportunity Grant must complete at least 75% of the hours attempted in the prior academic year and have an overall college grade point average (GPA) of at least 2.5 on a 4.0 scale.

B. QUANTITATIVE MEASUREMENT: Pace of Progression - Pell Grant only; minimum hours to complete

In addition to meeting the GPA requirement, students receiving Federal Pell Grant funding and Ed Aide Exemptions 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		< 1/2 time	
	Must Enroll	Must Earn	Must Enroll	Must Earn	Must Enroll	Must Earn	Must Enroll	Must Earn
16 weeks (Fall/Spring)	12	9	9	7	6	5	3 to 5	3 to 5
12 weeks (Mini-Summer)	9	7	7	5	5	4	3 to 5	3 to 5
10 weeks	8	6	6	5	4	3	3	3
9 weeks	7	5	5	4	4	3	3	3
8 weeks	6	5	5	4	3	3	N/A	N/A
6 weeks (Sum 1 & 2)	5	4	4	3	3	3	N/A	N/A

C. QUANTITATIVE MEASUREMENT: Pace of Progression - Other aid, minimum hours to complete

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

1. Stafford Loans (Subsidized and/or Unsubsidized and/or PLUS) – 6 hrs
2. Federal and/or Texas Work-Study – 6 hrs
3. Texas Public Education Grants (TPEG) – 3 hrs
4. Federal Supplemental Education Opportunity Grant (FSEOG) – 6 hrs
5. TVCC Departmental Scholarships – 12 hrs

~~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: Duration of Eligibility and 150% Time-Frame Limit

Effective with the 2012-2013 award year, a student can be eligible to receive a Federal Pell Grant for 12 fulltime semesters (or its equivalent). Once a student has reached this limit, there is no appeal available.

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 WARNING

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** warning. 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 by earning at least a "C" in each course taken to remove the suspension status. **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 and earn at least a "C" 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

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the denial of financial aid by submitting to the Director of Student Financial Aid an "Appeal Form – SAP" along with any required documentation regarding his situation. 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. If the student's appeal is approved by the Committee, he will be placed on Financial Aid Probation. If the Director of Financial Aid determines that it will take more than one semester for the student to meet the regular SAP standards, the student must meet with an Academic Advisor to develop an "Academic Plan" to be followed while on Financial Aid Probation. The student's progress will be evaluated each semester to determine if he meets the requirements for continued financial aid. If the student is not making SAP according to his Academic Plan, he will again be placed on Financial Aid Suspension and will lose Title IV Federal Financial Aid eligibility.

"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) Appeal Form – Out of Hours explaining why he has not completed his/her education (change of major and why changed, etc.);
- 2) page two of this form **MUST** be completed by an Academic Advisor who will submit the completed appeal form to the Director of Financial Aid

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 he 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.