

TECHNICAL COLLEGE OF THE LOWCOUNTRY

PROCEDURE

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PROCEDURE TITLE: Satisfactory Academic Progress (SAP)

BASED ON POLICY: 4-1-410

REVISION NUMBER:

**OFFICE OF
RESPONSIBILITY:** FINANCIAL AID



PRESIDENT

May 20, 2015
DATE

PURPOSE:

Standards of Satisfactory Academic Progress (SAP) for Financial Aid Eligibility Federal regulations (34 CFR 668.34) require a student to move toward the completion of a degree or certificate within an eligible program of study. Specific requirements for academic progress for financial aid recipients are applied differently than college Academic Standards, Warning, Probation, and Suspension. Federal regulations state that Satisfactory Academic Progress standards must include a review of all periods of enrollment, regardless of whether or not aid was received. The student must meet all the minimum standards in order to receive financial aid. TCL requires students to meet both a qualitative and a quantitative standard for academic progress. The Financial Aid Office reviews academic progress at the end of the fall, spring and summer semesters/terms. This includes periods of enrollment in which the student did not receive student financial aid funds.

Evaluation of Financial Aid Eligibility

Standards of Satisfactory Academic Progress (SAP) are applied at the end of every academic term to determine eligibility for the next academic term. There are several measures of Satisfactory Academic Progress that must be met. In order for students to receive any federal or state financial aid, students must adhere to all of the following requirements:

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Qualitative Standard: Students must maintain at least a cumulative 2.0 Grade point average (GPA).

Quantitative Standard: Students are required to complete at least 67% of the number of units that they have attempted at Technical College of the Lowcountry (quantitative/pace).

Maximum Time Frame (Quantitative/Pace): Student will be allowed to receive aid until such point that they attempt 150% of the total units in their program of study (quantitative/pace). Maximum timeframe is reviewed on a case by case basis and only units within a program of study are included in the calculation.

Federal regulations set the maximum time frame in which students must complete their educational program as 150% of the published program length at TCL.

For instance, if the published length of a program is 60 units, then the student must complete his or her program by the time he or she reaches 90 attempted units (60 units X 150% = 90 units).

The limit includes courses students have attempted at TCL that are applicable to their program, and all units that have been transferred from all accredited institutions as they will be counted as both attempted and completed units towards the maximum timeframe. Financial aid will be awarded a maximum of two times for repeated classes in which a student receives a passing grade (A, B, C, D, CR) grades are considered passing for financial aid purposes). Once a student reaches a maximum timeframe, he/she will be TERMINATED (see termination status below).

Attempted and Completed Units

Completed units means that credit was received for the units enrolled. Courses in which a student receives a grade of "F", "I", "NC", "IP", "W", or "WF" will not be counted as completed units for SAP purposes, but will be counted as attempted units when calculating the maximum timeframe for financial aid purposes.

Units completed from credit by examination courses are not covered by financial aid. It is the student's responsibility to enroll in courses that count toward his or her educational goal. Furthermore, if a student completes the academic requirements for a program but hasn't yet received a degree or certificate, the student is no longer eligible for aid. Financial aid may be denied for unrelated or unneeded classes.

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All attempted remedial credits will be reviewed when evaluating SAP. A maximum of 30 remedial credit hours, may be funded with Title IV aid and will be excluded from the total attempted units for maximum timeframe purposes.

SAP Warning Status

The first semester students fail to meet SAP standards, they will automatically be placed on **Warning status** for the subsequent term, which allows students to receive financial aid even though they are not meeting the SAP standard. At the end of the term, progress will be reviewed to determine if the student now meets the SAP standards. All students on Warning **status should seek academic counseling** and take advantage of all other student services available to ensure student success at TCL.

Students who reach 45 units will be placed on Monitoring status and will receive an advisory notification to ensure they are on track for completion within the allowable time frame and taking courses they need to reach their academic goal before reaching 150% maximum time frame. For example, students are strongly encouraged to make an appointment with a college counselor to have an Educational Plan prepared.

SAP Termination Status

Students, who do not meet the SAP standards for more than one term, will be TERMINATED from receiving all financial aid, except for Lottery Tuition Assistance which may or may not be terminated depending upon state requirements. Being on TERMINATION status does not prohibit a student from continuing their education. Students who have lost their financial aid eligibility may be reinstated once they demonstrate satisfactory academic progress.

Reinstatement

Students who have been ineligible and now have a cumulative GPA of at least 2.0, have a completion rate of 67% or greater, will be reinstated automatically provided that they have not exceeded the maximum time frame or earned a degree and have also submitted a FAFSA for the current academic year. Reinstatement is not retroactive, and you will not receive aid for any semester that you are ineligible.

Students may appeal their termination status only if they meet the following conditions:

Appeal Standards

In order to appeal, the student must have extenuating circumstances that occurred during the period that the student did not meet SAP. To appeal, the student must

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document the circumstance for not meeting SAP and must provide official documentation. Examples of extenuating circumstances may include:

- Death of an immediate family member
- Documented illness
- Mitigating circumstances beyond the student's control that affected their academic progress

Appeal Process

Students may appeal for the same mitigating circumstance only once at TCL. Submissions for the same reason will not be permitted or reviewed. Appeals must be returned to the Financial Aid Office by the deadlines provided by the Financial Aid Office. All information will be submitted to the Financial Aid Office for review and students will be notified via their TCL Student email of the results. Incomplete forms will not be reviewed. The Financial Aid Office Administration makes decisions on a case-by-case basis and appeal approval is not guaranteed. The decision of the Financial Aid Appeals Committee is final.

The appeal requirements are:

1. A detailed written statement, with supporting documentation must address all terms where the student experienced academic problems or withdrawals and in the statement the student must explain what has changed in the student's situation that would allow the student to demonstrate satisfactory academic progress by the next evaluation. The statement must also include what actions the student took to make an effort to meet his/her responsibilities during the time of his/her mitigating circumstances.
2. Students who appeal may be required to meet with an advisor to obtain an approved Educational Plan to ensure a student is working towards a specific academic goal and will meet SAP standards in a specific time frame. The Educational Plan must be attached to the appeal.

SAP Probation

Students will be placed on **Probation**, only if the appeal of an ineligible status was approved. Each student who is approved for a Probation period **must** have an academic plan developed with the Retention Coordinator or other campus designated official which outlines the courses the student may receive financial assistance for and that will lead to the student's educational objective. Students on Probation must

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complete 100% of all enrolled units during this term, with a term GPA of 2.00 or better and must be following their approved Academic Plan.

If you fail to meet SAP while in a Probation, you will become ineligible to receive financial assistance and will be placed on **Termination** status until you bring your SAP up to the minimum cumulative standards. Financial aid is available during this Probation period; however, satisfactory progress will be evaluated at the end of the Probation term.

Students, whose appeal is denied, may submit a written request for a review of the appeal to the Director of Financial Aid. The Director's decision is final. If the decision is to uphold the denial, the student may not submit any subsequent requests for funding consideration. In order to regain eligibility for financial aid, the student would need to meet minimum SAP standards. Students who do not meet the terms of financial aid probation may permanently lose eligibility for federal student aid at the Technical College of the Lowcountry.

Students who are denied must meet SAP standards before any further financial aid may be awarded as long as the student hasn't reached their maximum timeframe.

Appeals must be filed during the term of enrollment. Regulations prohibit students from appealing retroactively for prior terms. Your financial aid file must be complete prior to submitting an appeal. Any appeals evaluated after the semester deadline will not be eligible for aid for that term.

Change of Major/Completed Programs and Academic Amnesty

All courses that count toward a student's current academic program of study are counted when measuring Satisfactory Academic Progress (SAP). Financial Aid will reset the calculation for Satisfactory Academic Progress under the following conditions.

1. **Change of Major** – A student may change their academic major/program of study not more than two times and in which Financial Aid will “reset” the calculation for students “Maximum Time Frame” calculation.

Exceptions to the limit of two major changes are:

- a. Students that graduate from the program of study and update their major to continue their education.
- b. Students that change their major within their first semester.

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- c. Students that update their major from a Certificate to a Diploma or Degree, and are demonstrating progression in their educational objectives.
 - d. Students starting in the Pre-Allied Programs proceeding with the Associates of Science programs in preparation for one of the Health Sciences Degree/Diploma Programs.
2. **Academic Forgiveness**-Grades forgiven under the colleges “Academic Forgiveness Procedure” are counted in all Satisfactory Academic Progress reviews.
- a. Students that have unusual or special circumstances that contributed to the failure in grades which lead to the student applying for “Academic Forgiveness” may appeal to receive financial aid funding and will follow the same SAP appeal process noted above.
 - b. Students, whose appeal is denied, may submit a written request for a review of the appeal to the Director of Financial Aid. The decision is final. If the Director’s decision is to uphold the denial, the student may not submit any subsequent requests for funding consideration. In order to regain eligibility for financial aid, the student would need to meet Satisfactory Academic Progress Standards. Students who do not meet the terms of financial aid probation may permanently lose eligibility for federal student aid at the Technical College of the Lowcountry.

67% Completion Chart for Successful Progression toward a Degree or Eligible Certificate.

The chart below demonstrates 67% for attempted hours in a semester. The left hand column represents the attempted hours and the corresponding number in the right hand column represents the number of hours a student must successfully complete with a 2.0 GPA to maintain Satisfactory Academic Progress.

For example, if a student registers for 14 credit hours, he or she must complete 10 credit hours with a 2.0 GPA or higher to meet the satisfactory academic progress requirements for the semester. Both the 2.0 GPA and completion rate of 67% applies to both the semester and cumulative credit hour on your transcript.

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Credit Hours Attempted	Earned Hours Needed (Passed with GPA of 2.0 or greater)
30	20
29	20
28	19
27	18
26	18
25	17
24	16
23	16
22	15
21	14
20	14
19	13
18	12
17	12
16	11
15	10
14	10
13	9
12	8
11	8
10	7
9	6
8	6
7	5
6	4
5	4
4	3
3	3
2	2
1	1