

**TRI COUNTY TECHNICAL COLLEGE  
FINANCIAL AID  
SATISFACTORY ACADEMIC PROGRESS (SAP) APPEAL  
POLICY**

Federal regulations require Tri County Technical College (TCTC) to review the academic progress of students who apply for and/or receive financial assistance. Students need to be making Satisfactory Academic Progress (SAP) toward a degree, diploma, or certificate, students must maintain specified grade point averages, and proceed through the program at a pace leading to completion within a specified time frame. This regulation applies to each financial aid applicant, whether a previous recipient or not. This policy is in addition to the academic standards required by the College. The cumulative review is completed at the end of each semester to determine the student's eligibility for financial assistance based on his or her academic history. Whether the student has received financial assistance previously is not a factor in determining eligibility.

**Grade Point Average (GPA) and Completion Rate**

- Students are required to maintain a minimum GPA of 2.0.
- Students are required to maintain a minimum completion rate of at least 67% of all cumulative coursework attempted.
- Courses with grades of F, W, WF, WD, I and U are not considered completed courses.
- Students are placed on financial aid warning if the completion rate is less than 67% and/or if their GPA is less than 2.0.

**Eligibility Length – Maximum Timeframe**

- Students may receive financial aid for 1.5 times the published length of their program of study. Example: a student enrolled in a 60 credit hour program is eligible until 90 credit hours are attempted ( $60 \times 1.5 = 90$ ).
- Transfer hours are added to the total hours attempted at TCTC to assess the length of eligibility.
- Once the maximum number of hours is attempted, the student is placed on loss of financial aid.
- To reestablish eligibility, the student must have an approved appeal.

**Repeating Class**

- Students who receive a failing grade in a class can repeat that class but it will affect the student's completion rate. Number of repeat classes is considered by the review committee when a student is submitting an appeal for loss of financial aid.
- Classes repeated to improve a passing grade may be repeated one (1) additional time only.

**Major Changes**

- Students are allowed two (2) major changes for financial aid. Appeal is required to justify further major changes when it comes to awarding financial aid.

**Remedial Courses**

- Courses are defined as 010-100 (i.e. developmental, ENG 031, BIO 100, MAT 032, etc) and jumpstart level courses.
- Students may only attempt or count for enrollment purposes up to 30 remedial hours.
- Developmental courses count as credits toward maximum timeframe.

**Student Communication**

- SAP is evaluated after each semester in which the student is enrolled.
- Students will be notified via letter and/or email to their eTC account and/or personal account.
- Students must review their eTC accounts for emails and announcements regularly to ensure they have the latest information about their financial aid and SAP status.
- Attempted hours include courses taken at TCTC, remedial classes, dual enrollment, jumpstart, and transfer credits accepted by the College.

## Appeals when in Loss of Financial Aid

- Appeals for loss of financial aid deadlines are the 3<sup>rd</sup> Monday after the start of each semester's classes. Appeals can take approximately 4-5 weeks to be reviewed.
- Students are responsible for payments that become due to the College while an appeal is being considered.
- Students are limited to two (2) lifetime appeals at the College for both SAP and MTF. Forms may be obtained from the financial aid office or downloaded from the financial aid website.
- If the Committee determines there is justifiable evidence of extenuating circumstances exists, a student may receive an extension of financial aid eligibility – probation for 1 semester, or the student is put on an academic plan, or an extension of approved hours for MTF, or an approval for an additional major change. Students on an academic plan (by approved appeal) will have to adhere to the academic plan established by the Financial Aid Review Committee (i.e., designated number of classes, visiting the Counseling Center, no repeating of classes, minimum GPA, etc) and complete 100% of the semester coursework attempted each semester. Students approved for MTF must continue to meet SAP guidelines and the academic plan set by the review committee. Students approved for an additional major change cannot change their major again with approval. Students approved for an additional major change will need to continue to meet SAP requirements. The type of aid for which eligibility is extended may be determined by the Committee.
- Examples of acceptable extenuating circumstance during the warning semesters: prolonged hospitalization and death in the immediate family. Extenuating circumstances **do not** include being a single parent or working full-time while attending school.
- Students are advised to solve their difficulties prior to registering for the warning semester.
- Students appealing for major changes need to provide detailed justification as to why they want to change their major.
- Since students are notified via mail and/or email, and the information is available to them on their eTC account, students are responsible for the academic plan set by the review committee. They are responsible for coming to the financial aid office if they do not understand the requirements.
- Appeals for MTF - length of eligibility, if approved, hours will be adjusted on the system and the student will be changed in the system to reflect the approved hour extension (two per student). Students must adhere to the degree plan set on the appeal by their academic advisor, cannot W, D, or F any class, and must continue to meet SAP requirements. Students cannot request an extension for the same program and/or hours that were previously approved.
- Appeals for major changes, if approved, will be changed in the system to reflect the program change (two per student) and any aid the student is eligible to receive will be applied to their accounts. Students cannot appeal again for the same major change.

## Denied Appeals when in Loss of Financial Aid (Possible 3<sup>rd</sup> and last appeal)

- The student may submit an appeal for loss of financial aid due to GPA and/or completion rate **after** completing two consecutive semesters at TCTC without financial aid assistance. During the semesters without financial assistance, the student must take a minimum of six (6) credit hours, complete 100% of the attempted hours and have a minimum of a 2.5 GPA.
- Students in loss of financial aid due to MTF cannot request an extension for the same program and/or hours that were previously approved.
- Students in loss of financial aid requesting a major change cannot appeal again for the same major.
- Students are responsible for payments that become due to the College while an appeal is being considered.
- Students reinstated by appeal will have to adhere to the academic plan established by the Financial Aid Appeals Committee (i.e., a designated number of classes, visiting the Career Counseling, no repeating of classes, minimum GPA, etc) and complete 100% of the semester coursework attempted each semester. The type of aid for which eligibility is extended may be determined by the Committee.

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