**Satisfactory Academic Progress**

Federal regulations require that students receiving financial aid must be making satisfactory academic progress toward a degree and comply with all federal, state, and institutional policies and standards applying to financial aid programs. To ensure that recipients of federal, state, and/or institutional funds make qualitative and quantitative (Pace) academic progress, as well as the completion of their degrees within the Maximum Time Limit, Tusculum University has set forth a **S**atisfactory **A**cademic **P**rogress (**SAP**) Policy as explained in this document. A review of SAP will be completed at the end of every semester.

Initial Eligibility- Students who are enrolled at Tusculum as their first time in college will be considered meeting SAP as long as they are enrolled in an eligible program. TRANSFER students will be accessed immediately upon acceptance and registration for Maximum Time Frame of Degree Completion only. READMIT students will be immediately accessed upon acceptance and registration for Qualitative, Quantitative and Maximum Time Frame of Degree Completion.

Note: All periods of enrollment are reviewed regardless of whether or not federal and/or state aid was received or if Tusculum University was/was not attended. A break in continuous enrollment does not negate a students from meeting SAP requirements.

**Qualitative Calculation**- Students are expected to maintain a minimum cumulative grade point average (GPA) as outlined in the chart below:

|  |  |  |  |
| --- | --- | --- | --- |
| **Undergraduate**  **GPA Credit Hours**  (excludes Remedial/Developmental Courses) | **GPA**  **Minimum** | **Graduate**  **GPA Credit Hours** | **GPA**  **Minimum** |
| 0 - 30.99 | 1.80 | 0 - 18 | 2.75 |
| 31 + | 2.00 | 19 + | 2.75 |

The GPA Calculation is as determined by the Registrar’s Office with a few exceptions.

* Any grade of an “I” will be calculated as an F until an official grade change is processed. If the student wishes for SAP to be recalculated with the new grade, the student is responsible for contacting the Financial Aid Office.
* All grades received in coursework forgiven via academic amnesty (Academic Fresh Start) will be used in the GPA calculation and in hours attempted.
* For Pass/Fail classes –
  + if passed, the grade of “P” is NOT calculated into the GPA but will count toward hours attempted and successfully earned/completed.
  + if failed, the grade of “F” will be included in the GPA calculation and cannot count as hours being successfully earned/completed, but do count toward hours attempted.

**Quantitative Calculation**- the percent at which a student is progressing towards degree completion

Students must pass and/or successfully complete **67%** of all credit hours attempted. This is known as PACE.

The PACE calculation is determined by:

* Dividing total number of hours successfully completed by the number of attempted hours. Total hours completed is the cumulative hours earned as determined by the Registrar’s Office. Total hours completed is the total number of attempted hours for all courses attempted.
* **Exception** (Remedial/Developmental coursework is included in the Registrar’s calculation of attempted coursework. All hours of attempted Remedial/Developmental coursework will be removed from the Total Hours attempted prior to performing the PACE calculation.)
* **Exception** (not counted in Registrar’s calculation): Incomplete courses, courses that were given Academic Amnesty via Academic Fresh Start, and repeats for each course repeated. The hours for these courses will be manually added back in as they count toward attempted hours for financial aid purposes.

**Maximum Time Frame for Degree Completion**- Degree requirements must be completed within a maximum timeframe. This is generally determined by multiplying the credit hours required to complete the program by 150%. **A student becomes ineligible for Title IV funds once it is determined that it is mathematically impossible to obtain the credits needed for degree completion without exceeding the maximum hours**. Federal regulations require no federal and/or state aid to be released when a student has exceeded 150% of the published length of his/her program.

|  |  |  |
| --- | --- | --- |
| . | **Program Length** | **150% of Program Length** |
| **Undergraduate – Associate Degree** | 60 credit hours | 90 credit hours |
| **Undergraduate – Bachelor Degree** | 120 credit hours | 180 credit hours |
| **Graduate Degree (See Catalog for program requirements)** | 30-63 credit hours | 45-94.5 credit hours |

The maximum time frame calculation above will include all hours attempted. This will also include any hours forgiven via academic amnesty (Academic Fresh Start) being granted. However, students may appeal to exclude courses that are not applicable to their current major as determined by the Registrar’s Office. Note: Remedial/Developmental coursework will automatically be excluded from the 150% computation of attempted credit hours since the College does not award college credit for completion of these courses.

**Financial Aid Warning-** At the end of the SAP review period, if students are not successfully meeting SAP for Qualitative or Quantitative, students will be placed on Financial Aid Warning and they would have one semester to increase their GPA or PACE.

**Financial Aid Denied**- Students not maintaining the above minimum SAP requirements will be denied all forms of federal, state, and institutional aid by the Office of Financial Aid. In order to regain eligibility, students would need to meet each of the requirements shown above for PACE, GPA, and the Maximum Timeframe for Degree Completion. Students can submit an Appeal to the SAP Appeals Committee as outlined below.

**SAP Appeal Process:** Students may make an appeal of the Notification of Unsatisfactory Academic Progress – Denial of Financial Aid within 30 days of the notification. The appeal form must be submitted in writing to the SAP APPEALS COMMITTEE (forms are available online at http://www.tusculum.edu/faid/forms.html). Submitting an appeal is not a guarantee that eligibility will be reinstated. Your appeal must state the reason(s) for having unsatisfactory progress, what has changed about that situation that will allow academic progress, and supporting documentation. It is the student’s responsibility to submit the appeal form and all necessary documentation supporting the circumstances of the appeal within the above timeframe. Any appeal received after the 30 day period is not guaranteed to be heard by the committee.

The terms for re-establishing eligibility will be set forth in the committee’s response. An appeal decision may impose limitations upon aid eligibility, duration of aid eligibility, and/or future minimum academic standards.

* If the appeal is approved, the student is placed on Probationary Status and is eligible for aid for one semester; during which time the student must make use of the Tusculum University Academic Resource Center and/or the Tutoring Center. After completion of the one semester of allowable aid, the student’s SAP will be re-evaluated. A student will be eligible to receive aid for another semester if they now meet the SAP standards at the time of being re-evaluated or if they are following the academic plan, utilizing resources, and showing successful progress toward regaining eligibility.
* If the appeal is denied, the student is not eligible for federal and state assistance until such time that they meet each of the requirements shown above for PACE, GPA, and Maximum Timeframe. The Committee will offer the student optional payment arrangements via the College’s payment plan and the student can pursue private outside educational loans.

It is recommended that students consult with the Office of Financial Aid Staff prior to submitting any appeal. Reasonable appeals may include, but are not limited to:

* Maximum time frame appeals resulting from Concurrent Majors/Change of Major/Change of Degree Program/Transfer credits that do not apply to degree program. If approved, a maximum number of remaining terms of eligibility will be determined and aid eligibility will cease after those defined terms.
* Serious Illness/Accident/Injury - acceptable documentation could include a doctor’s note (on letterhead), hospital bills and/or insurance statements, police accident reports, etc.
* Death of Immediate Family Member - acceptable documentation could include a copy of the death certificate or published obituary.
* Serious Impediments to Study Habits - acceptable documentation could include doctor’s or counselor’s notes (on letterhead), description of circumstances from faculty or staff member, and/or statements from family members; the student should include a statement explaining an established plan to address the concerns and/or improve study habits.

**Academic Plan-** When it has been determined that a student has been unable to meet the SAP requirements, in addition to the appeal an “Academic Plan” is required. The “Academic Plan” will be developed by the student’s Academic Advisor with any needed guidance from the Office of the Registrar. If the student’s appeal is approved, the “Academic Plan” must be followed each semester to maintain financial aid eligibility.

**If the student does NOT meet the SAP policy requirements and the “Academic Plan” is NOT being followed the student becomes ineligible for federal and state aid.**