



Title: Satisfactory Academic Progress Policy; Financial Aid	
Written by: Director of Business Services	
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	Date

PURPOSE

The purpose of this policy is to describe the Satisfactory Academic Progress (SAP) policies of Trinity College.

POLICY

When students receive federal and/or state financial aid, federal guidelines require that they make real and measurable progress toward their degree in order to continue to receive federal and/or state financial aid. This requirement is called Satisfactory Academic Progress (SAP).

The Satisfactory Academic Progress Policy addresses student academic progress during all terms of their enrollment at Trinity College of Nursing & Health Sciences, including summer, whether or not the student receives financial aid during these terms. At Trinity College of Nursing & Health Sciences, this policy applies to federal, state, and need-based institutional aid, and most forms of institutional merit-based aid. Note that institutional aid programs may have specific eligibility or renewal requirements in addition to the minimum requirements of the Satisfactory Academic Progress Policy.

There are three parts to the Satisfactory Academic Progress Policy:

1. Qualitative Measure or Grade Point Average (GPA)
2. Quantitative Measure or Cumulative (Overall) Progress
3. Academic Program completion

Students must comply with all three requirements to remain eligible for federal, state, and need-based institutional aid.

1. Qualitative Measure or Grade Point Average (GPA)

The SAP Policy requires that students maintain a minimum cumulative GPA in order to remain eligible for financial aid.

Undergraduate Students: The minimum cumulative GPA requirement is 2.0.

Graduate/Professional Students: The minimum cumulative GPA requirement is 3.0.

2. Quantitative Measure or Cumulative (Overall) Progress

The SAP Policy contains a quantitative component, meaning that students are required to make steady progress toward their degree program by completing at least two-thirds (66.67%) of all of the attempted courses. This is measured by dividing the students' completed credit hours by attempted credit hours (e.g. 16 completed credit hours / 24 attempted credit hours = 66.67% pace). All courses attempted are considered in this calculation.

Students who fall below these minimums (qualitative and/or quantitative) will be placed on Academic Warning for one semester (no appeal is required, and status cannot be appealed). If the student fails to make Satisfactory Academic Progress by the end of the warning period, they will have their financial aid suspended.

The qualitative and quantitative measures used to judge academic progress include all periods of the student's enrollment, even periods in which the student did not receive Federal Student Aid (FSA) funds.

3. Academic Program Completion (Pace)

Students must be on track to complete their program of study within 150% of their program length as measured in credit hours. For example, a 40 credit hour program times 150% equals a maximum time frame (MTF) of 60 attempted credits for which they may receive federal and/or state financial aid.

If a student changes majors, they are still expected to complete their program within the maximum timeframe. In limited circumstances, appeals will be considered.

Federal and state financial aid is limited to the pursuit of the student's declared degree. Once it has been determined the student has completed the requirements for their degree and/or have no further enrollment requirements, they are no longer eligible for federal and/or state financial aid, and the options for institutional assistance are limited, based on the terms and availability of the student's institutional aid program. This is true even if the student has not applied for graduation and/or their degree has not been officially conferred.

Evaluation Periods

Trinity College of Nursing & Health Sciences checks SAP at the end of every payment period (semester).

Withdrawals/Drops

Classes dropped during the 100% refund period do not count as attempted hours. Courses dropped after that period receive a "WP" or "WF" grade and count as attempted hours. WPs and WFs do not impact GPA.

Incompletes

Grades of incomplete (I) are not factored into determining SAP, both qualitative and quantitative measurement, until the incomplete grade becomes the grade of record. The grade of record will be used in the next official SAP checkpoint after the grade is finalized.

Repetitions

For repeat courses, only one course will be factored in both the qualitative and quantitative measure (the course with the highest grade).

Any student receiving a WF or grade below a C (students in an undergraduate program) or grade below a B (students in a graduate program) may use financial aid to retake the course and have all credits applied toward the total hours attempted. The student must follow their specific program progression policy regarding limitations on repeating courses.

Transfer Credit (between schools)

Credit hours that transfer into and count as credit in the student's program of study will count as both earned and attempted credits. Transfer credit will not be factored into the student's GPA. Any additional credit hours on the student's transcripts that are not accepted into the student's program of study will not be factored into the GPA, Pace or MTF SAP calculations. Transfer hours that are accepted any time after an official checkpoint will be factored into SAP at the next official checkpoint.

Transfer Credit (between programs)

If a student changes programs, only those credit hours that transfer into the new program for credit will count as both attempted and earned hours in the quantitative measurement and will count in the GPA for the qualitative measurement.

Students wishing to change their major or change options within the designated major must:

- Withdraw from the current plan of study.
- Follow admission policy and procedure for the desired major/degree program option.
- All courses attempted in previous major are calculated in the quantitative SAP calculation.

Notification

Students will be notified via designated school email of any changes to their FSA eligibility (positive or negative) as a result of a SAP issue. Notifications include financial aid warning status, appeal decisions, loss of eligibility or regaining of eligibility.

Financial Aid Warning

Any student that fails to maintain SAP will automatically be placed in a Financial Aid Warning status for one payment period or semester. During a Financial Aid Warning period, students are not making SAP but continue to be eligible for FSA. If a student continues to fail to achieve SAP at the end of a financial

aid warning period, he or she will lose FSA eligibility. There is no limit on the number of times a student can be placed in a warning status, except that the warning periods can never be consecutive.

Financial Aid Suspension

A factor of student eligibility is maintaining SAP. A student who is not maintaining SAP and who has exhausted their financial aid warning status is suspended from FSA eligibility.

The Office of Financial Aid reserves the right to suspend students who completely withdraw — i.e., students who fail to demonstrate any measurable progress within a given term. If a student withdraws completely or fails to complete courses in a term, the student's aid may be suspended. The student may appeal this status.

Appeal Process

A student suspended from FSA eligibility may appeal that loss due to special or mitigating circumstances. Special or mitigating circumstances outside of the student's control may include but are not limited to, the following:

- Student illness or injury
- Family member illness, injury, or death

Students must submit an appeal in writing to the Financial Aid Specialist within 60 days of notification of suspension. In addition, a student must provide all applicable supporting documentation. The appeal must explain why the student failed to maintain SAP and what has changed to allow the student to make SAP at the end of the probationary period.

Appeals are reviewed by the Trinity College of Nursing & Health Science's SAP Appeal Committee. The College Cabinet members will serve as the core SAP Appeal Committee members. The Appeal Committee may review the failure of any SAP measurement. As part of the appeal process, the SAP Appeal Committee may implement any of these three options:

- Approval based on circumstances and student can mathematically meet the general SAP standards by the end of the probationary period.
- Approval based on circumstances and the school places the student on an academic plan.
- Denial based on circumstances.

If the appeal is approved, the student will be placed on probation for one semester. If the student passes all of the registered coursework and maintains a 2.00 GPA for that semester, the student can stay on probation for the next semester.

Students who fail to pass all courses for the probationary semester and do not meet the grade point average requirement for the hours taken, will be ineligible for additional financial aid until they can reestablish their eligibility by meeting the required SAP criteria.

Academic Plans

Academic plans will be tailored to meet the individual student needs and will have a defined end point (e.g. date, end of 2nd semester, etc.) at which point the student is expected to meet the general SAP standards or complete the program.

Academic plans can extend over several semesters depending on the severity of the SAP issues. While on an academic plan, the student is required to meet the plan requirements. While on a multi-semester plan, the student is in a probationary status during the first semester of the plan. During subsequent semesters in which the student is meeting the plan requirements, the student is considered to be maintaining SAP. The student continues to be FSA eligible as long as they are on a plan and meet the plan requirements or meet the general SAP standards.

Financial Aid Probation

If a student's appeal is approved by the SAP Appeal Committee, the student will be placed on Financial Aid Probation, which can never exceed one payment period or semester. While on Financial Aid Probation, a student is not making SAP but remains eligible for FSA.

Reestablishing FSA Eligibility After Suspension of Benefits

A student who has lost FSA eligibility can regain access to FSA by either successfully appealing the loss of eligibility or meeting the general SAP standards.