

SATISFACTORY PROGRESS POLICY FOR TITLE IV AID

Federal Regulations require that for a student to continue receiving Title IV funds, they must maintain Satisfactory Progress. **SATISFACTORY ACADEMIC PROGRESS will be reviewed once a year at the end of the Spring semester.**

Title IV funds include:

- Federal Pell Grants
- Tennessee Student Assistance Awards
- Federal Subsidized and Unsubsidized Loans
- Federal Parent Plus Loans
- Federal Supplemental Educational Opportunity Grant
- Federal Work-Study

HOW IS PROGRESS MEASURED?

Qualitative Progress

- Undergraduate Students:

Hours attempted	GPA
1-23	1.50
24-59	1.70
60+	2.00
- Graduate students must maintain a 3.0 GPA.

Quantitative Progress

- Successfully completing (grade of D or better) at least 67% of cumulative hours attempted.

Attempted Hours include:

- Repeat hours
- Pass/Fail Hours
- Incomplete Hours
- Withdrawn Hours
- Transfer Hours

Student Eligibility

- Students must be admitted and enrolled in a Degree Program.
- Students must complete at least 67% of hours attempted and maintain the GPA as outlined above for each semester.
- Undergraduate students may not exceed 150% of the published length of their academic program.
- Graduate students are considered eligible for financial aid as long as they are maintaining 3.0 GPA.

Additional Eligibility Information

Incomplete Coursework

- Incomplete coursework will be evaluated as a failing grade until the course has been satisfactorily completed by the end of the next semester.
- If incomplete coursework cannot be completed within the allotted timeframe, a written explanation must be provided.

Students Pursuing a Second Degree

- Must submit a Degree Completion Plan signed by the student as well as the Academic Advisor for their Degree Program. The Plan must indicate the courses required as well as the timeframe to complete the additional degree.
- If the student has attempted the maximum number of semesters or if their Degree Completion Plan will cause them to exceed that limit, they may be denied financial aid.

Failure to meet SAP Requirements

- SAP requirements are reviewed once a year at the end of the Spring payment period.
- All students that fail to meet SAP requirements will be notified.
 - Failure to receive notification does not dispute or reverse the termination of a student's eligibility to receive Financial Aid.
- If the student fails to meet SAP during that semester, they will then be placed on Financial Aid Suspension. Students on Financial Aid Suspension cannot receive any Title IV Aid until both the Cumulative Grade Point Average and the Cumulative Completion Rate standards are met.
- Students may appeal the Financial Aid Suspension status prior to the start of the next term. This appeal would be considered for extraordinary circumstances.
- If an appeal is accepted and a term of Financial Aid Probation is granted, the student will be required to make out a plan of study with their advisor and submit it to the Financial Aid Office. The plan of study will be designed to help the student get back to Satisfactory Progress which may include a reduced class load. All appeals of financial aid status must be in writing and signed by the student. Remember that you can be in good academic standing but my not be making Satisfactory Academic Progress for Title IV Aid.

Submitting an Appeal

- Students must complete and submit a Satisfactory Academic Progress Appeal Form including an academic plan stating what specific steps the student will take to meet guidelines for SAP.
- Any necessary documentation that can validate the student's situation should be submitted with the appeal. Such documentation may include medical records, police records, court records or letters from your doctor. The Financial Aid Office will review your appeal only once before the semester starts; therefore, all information related to your appeal should be submitted with the appeal to the address listed at the bottom of the form.
- **Incomplete appeals will not be reviewed.**

Please note that the above appeal process is for Federal Financial Aid only. All questions should be directed to your Financial Aid Counselor.