

**THREE RIVERS COLLEGE  
STUDENTS REGULATION**

Section: 2000 Students	
Sub Section: 2700 Financial Aid	
Title: SR 2760 Financial Aid Satisfactory Academic Progress	Page 1 of 9
Primary Policy: SP 2710 Financial Aid Programs	
Associated Policy: GAP 1200 Equal Opportunity	
Associated Regulations: SR 2740 Students Rights and Responsibilities; SR 2750 Return of Title IV Information; SR 2610 Student Code of Conduct; SR 2140 Student Appeals	
References: Federal Student Financial Aid Handbook; Student Appeals Intake Form; Suspension Override Request Form	
Supersedes: NA	
Responsible Administrator: Chief Student Services Officer	
Initial Approval: 08-23-2017	Last Revision: 05-15-2019

Three Rivers College has established both quantitative and qualitative measures for evaluating the progress of Federal Student Aid recipients to meet specific Financial Aid Satisfactory Academic Progress (FASAP) in accordance with Federal Student Aid Regulations. The Three Rivers College Office of Financial Aid monitors Financial Aid Satisfactory Academic Progress (FASAP) for financial aid recipients at the end of each semester. The purpose of this regulation is to establish policy guidelines for Three Rivers College to ensure compliance with the minimum statutory and regulatory requirements for continuation of Federal Title IV eligibility.

The following information describes the Three Rivers College standards for maintaining Financial Aid Satisfactory Academic Progress (FASAP) requirements for financial aid eligibility:

- **Maximum Timeframe:** Financial aid recipients must complete specified degree program within 150% of the published length of the program. Once a student has reached the maximum timeframe, the student will no longer be eligible to receive financial aid without an approved Timeframe FA Extension Request (Effective Summer 2016.) Students who graduate with a one year certificate or Associate Degree will be considered to have met the pace maximum (2019).
- **Credit Hour Completion (Quantitative):** Complete (67%) of all attempted credit hours
- **Grade Point Average (Qualitative):** Maintain the required cumulative grade point average (GPA) listed below in Table A based on total hours attempted.

**Table A**

<b>Credits Attempted</b>	<b>GPA Required</b>
0-15	1.50
16-30	1.70
31-44	1.90
45+	2.00

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A student must meet Financial Aid Satisfactory Academic Progress (FASAP) by completing their degree program within the specified period, demonstrate they are making progress towards their degree by earning a minimum number of credit hours, and achieving the required GPA as stated herein based on total hours attempted.

**Note:** Grades of A, B, C, D, and F are counted when determining a student's cumulative GPA for financial aid. Grades of I, P, NP, CR and W are not counted when determining a student's cumulative GPA for financial aid.

All classes with a grade of A, B, C, D, F, P, NP, CR, W and I are counted in the pace calculation. For FASAP, all Transitional (Developmental) courses are computed in the GPA and credit hours attempted and completed.

No additional time will be allowed for program of study completion if a student changes majors or programs. All courses in all semesters are counted in the pace maximum.

**New Financial Aid Recipients and Transfer Students**

Students who attend Three Rivers College without financial aid and then apply for assistance will be required to meet the satisfactory academic progress standards as if they had received Federal Student Aid from the beginning of their attendance at Three Rivers College. For Financial Aid Satisfactory Academic Progress purposes, students will be eligible for Federal Student Aid during their first semester of attendance and will have their eligibility evaluated at the end of the first semester they receive Federal Student Aid.

For transfer students, all credits transferred in and accepted by the college are used in the calculation of student aid eligibility.

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### **Procedures for FASAP Statuses**

#### **Financial Aid Warning**

Students who do not meet either the pace or GPA requirement will be placed on a warning status. During the warning status, a student may continue to receive federal financial aid. If a student fails to meet financial aid satisfactory academic progress while on a warning status, federal aid will be suspended. Students will be notified of the warning status via their college student email account.

#### **Financial Aid Suspension: Unsatisfactory "U"**

Unsatisfactory (U) is a status assigned to a student who fails to make financial aid satisfactory academic progress for any subsequent semesters following the warning status. Students who have an unsatisfactory status are not eligible for federal funding. The student will be notified of the unsatisfactory status via their college student email account.

A student may submit a Suspension Override Request for review to determine if federal financial aid eligibility may be reinstated. Requests for an override of financial aid suspension may only be considered for extenuating circumstances.

Extenuating circumstances may include, but are not limited to: personal illness, injury or accident, serious illness or death of close family member, unforeseen, undue hardship, and demonstrated academic improvement. Circumstances under which a request may not be granted include, but are not limited to: poor choice of classes, employment obligations, financial difficulties, loss of transportation, relocating, childcare difficulties, loss of internet service, and lack of motivation or interest.

#### **Financial Aid Probation**

Financial Aid Probation is a status assigned to a student when the Suspension Override Request has been approved. Students on probation may continue to receive aid; however, if they fail to

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meet financial aid satisfactory progress in subsequent terms, federal aid will be suspended and the student may submit a Suspension Override Request.

### **Financial Aid Extension**

Financial Aid Extension is a status assigned to students who graduate or have exceeded the maximum number of allowable credit hours for their program of study. The student will no longer be eligible to receive financial aid without an approved Timeframe FA Extension Request (Effective Summer 2016).

### **Suspension Override Request and Timeframe for Financial Aid Extension Request Process**

The process to request a waiver or extension request for the loss of Federal Student Aid benefits will be maintained by the Office of Financial Aid and communicated to the appropriate students at the end of each semester.

### **Denial of Request**

If a student's request is reviewed and Federal Student Aid is not reinstated the student may appeal the decision in accordance with the SR 2140 Student Appeals.

### **Reestablishing Eligibility**

The student may reestablish eligibility by regaining the cumulative GPA as indicated in Table A and meeting the 67% pace for all hours attempted, or with an approved suspension override request or appeal.

Once the student has obtained the required pace and GPA requirement a Suspension Override Request must be submitted for review. The student will not be eligible for Title IV funding until an approved suspension override request or appeal is granted.

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### **Repeating Coursework**

Students may receive federal funding for one repetition of a previously passed course. For example, if a student passes a course once and then is repaid for retaking the course, the student cannot be paid to take the course a third time. A course is considered passed if the student receives a grade of D or better. A student who does not receive a passing grade is not limited on the number of attempts and may repeat a failed or withdrawn course until it is passed.

### **Dropping Classes**

Dropping classes can affect the student's financial aid eligibility for specific programs, prevent student's from meeting the financial aid satisfactory academic progress requirements or student's being responsible to repay financial aid funding. Before dropping courses, it is strongly recommended to contact the Office of Financial Aid.

### **Withdrawn Courses**

Withdrawn courses will not be included in the student's GPA; however will be calculated in total number of hours attempted.

### **Transitional/Remedial Courses**

Transitional and remedial courses will be included in the GPA calculation and hours attempted for financial aid purposes.

### **Incomplete Courses**

Incomplete grades will not be included in the GPA calculation for financial aid until a final grade is assigned but will be included in the hours attempted.

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**Financial Aid Suspension Override Request Process**

- Students have the right to request an override of Financial Aid Suspension by completing the Suspension Override Request form.
- Financial Aid Satisfactory Academic Progress will be evaluated at the end of each semester once all grades are received and students will receive notification by email of unsatisfactory progress.
- Students should submit their Financial Aid Suspension Override Request for fall and spring to the Office of Financial Aid at least 2 weeks before the start of the term to allow sufficient time for review prior to classes beginning. Requests for summer should be submitted within 48 hours of student being notified of ineligibility to ensure review prior to classes beginning.

All requests will be reviewed on a case-by-case basis. Late requests are reviewed throughout the semester. The request and documentation should be attached in order for the override to be considered. Failure to provide all requested documentation could result in the request not being reviewed or denied. Students will be notified if additional information is requested by the Standing Committee.

Documentation:

- Completed Suspension Override Request Form
- Typed or neatly written summary of the following:
  1. Extenuating circumstances that may have prohibited the student from meeting Financial Satisfactory Academic Progress.
  2. Any changes that have occurred to enable Financial Aid Satisfactory Academic Progress.
  3. Supporting documentation that verifies the circumstances referenced in the written summary should be provided.

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- The Standing Committee/FA Committee reviews requests regarding financial aid suspension.
- Exceptions to the college's Financial Aid Satisfactory Academic Progress (FASAP) policies are not made lightly and will generally be considered only for extenuating circumstances. Decisions will be based on an individual's extenuating circumstances, supporting documentation, and academic history.
- Extenuating circumstances may include, but are not limited to: personal illness, injury or accident, serious illness or death of close family member, unforeseen, undue hardship, and demonstrated academic improvement. Circumstances under which a request may possibly not be granted include, but are not limited to: poor choice of classes, and lack of motivation or interest.
- If the committee approves the request, the student's status may be reinstated under conditions as outlined by the committee.
- If the request is denied, the student will not be eligible for Title IV funding until the student reestablishes eligibility. Once eligibility is reestablished, a Suspension Override Request should be submitted for additional review.
- The Office of Financial Aid will notify the student via email of the committee's decision.
- Students granted an override of Financial Aid Suspension will be asked to meet with an advisor to evaluate their educational plan. Suggestions may be made to reduce course load, eliminate online course work, or repeat failed course work.

The decisions regarding Financial Aid Suspension and Academic Suspension are separate processes. Therefore, a student can be approved for one but denied for the other. If a financial aid suspension is overridden but the academic request is denied, the student will not be able to register for classes. The decision of the review committee may be appealed by completing a Student Appeals Intake Form and submitting it to the Chief Student Services Office. For more information, refer to College Regulation SR 2140 Student Appeals.

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**Financial Aid Timeframe for Financial Aid Extension Request Process**

- Students may submit a Timeframe FA Extension Request when they are beyond 150% of hours required for his/her degree program or have graduated.
- Progress will be evaluated at the end of each semester once all grades are received and students will receive notification by email.
- Students should submit the request for fall and spring to the Office of Financial Aid at least (2) weeks before the start of the term to allow sufficient time for the committee to review prior to classes beginning. Requests for summer should be submitted within 48 hours of student being notified of ineligibility to ensure review prior to classes beginning. All requests will be reviewed on a case-by-case basis. Late requests will be reviewed throughout the semester.
- The Office of Financial Aid will notify the student via email account.
- The decision may be appealed by completing a Student Appeal Intake Form and submitting it to the Chief Student Services Office. Refer to College Regulation SR 2140 Student Appeals.

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**DOCUMENT HISTORY:**

- 08-23-2017:** Initial approval of regulation SR 2760 Satisfactory Academic Progress for Financial Aid.
- 05-15-2019:** Revision of process for clarification.