

Financial Aid and Veteran’s Affairs Standards of Academic Progress

Students applying for or receiving financial aid assistance at the College must meet the following standards in all periods of enrollment to establish and maintain eligibility for financial aid and/or veteran’s benefits. The office of the Dean of Student Services monitors and enforces Academic Standards (Board policy IKA – Grading System) independently of this policy.

The Financial Aid and Veteran’s Affairs Standards of Academic Progress are monitored and enforced for all aid applicants and aid recipients in all periods of enrollment without regard to an actual offer of or receipt of financial aid monies. Students must meet all general requirements and all three standards of academic progress in order to establish and maintain eligibility for federal, state and institutional financial aid.

General Requirements

Students must complete TVCC admission requirements.

Students must have a high school diploma or equivalent or pass an ability-to-benefit test. Students cannot be simultaneously enrolled in an elementary or secondary education program.

Students must be enrolled in an Associate of Arts, Associate of Science, Associate of Applied Science, or an eligible one or two year certificate program.

1. GPA Requirement

Students must maintain a 2.0 quarterly GPA (As computed using a 4.0 scale.);

Students who have attempted 90 college & remedial credits or more must maintain a 2.0 cumulative GPA;

Some awards have higher GPA requirements depending on their source. Please contact the awarding organization for additional information.

2. Completion Rate Requirement

Each quarter, students must complete a minimum number of credits attempted according to their enrollment status at the end of the full refund period as published in the quarterly class schedule.

Students who enroll:	Must Complete:
Full-time (12 or more credits)	12 Credits
Three-quarter time (9 to 11 credits)	9 Credits

Half-time (6 to 8 credits)	6 Credits
Less than half-time (less than 6 credits)	All credits attempted

3. Maximum Credit Hour Requirement

- a. Students must complete their degree or certificate program within the equivalent of 150% of the published number of credits required to complete the program. For example, the published length of an Associate of Arts degree is 90 credits; 135 attempted credits is the maximum allowed.
- b. The 150% credit evaluation is calculated as follows:

(1) All TVCC credits attempted	-plus-
(2) All repeated credits attempted	-plus-
(3) All credits transferred from other colleges/universities	-minus-
(4) All remedial credits attempted (course numbers less than 100, 45 credits maximum)	TOTAL
- c. If, at any time, it is determined that a student has reached, exceeded, or cannot complete their degree requirements within the 150% limit, federal financial aid will be suspended. Students may then apply for an extension by filing an appeal to exceed the maximum time limit. Appeals will be considered on an individual basis by the appeals committee.
- d. Students who wish to use financial aid funds to complete a second degree or certificate at the College must submit an appeal to the Financial Aid Office along with a graduation plan for the second certificate/degree.
 - (1) All attempted credits from a prior certificate/degree that can apply to a second certificate/degree must be counted. All other non-remedial attempted credits that apply only to the prior degree program will be excluded from the 150% calculation for the second certificate/degree program.
 - (2) Students who appeal to complete a second degree successfully must continue to meet all financial aid standards of academic progress including the maximum credit hour requirement as calculated for the new degree program.

4. Notifications

Satisfactory Progress Evaluations are made when a student initially applies for financial aid and at the conclusion of each quarter in which a student enrolls. (Students are considered enrolled if they are registered for classes at the conclusion of the full-refund period as published in the quarterly class schedule.)

- a. Financial Aid “Warning”

Students in good standing who do not meet the standards of academic progress will be placed on financial aid “Warning” and encouraged to meet with an academic advisor to develop a plan for academic success. A financial aid “Warning” does not affect receipt of aid for subsequent quarters.

b. Financial Aid “Probation”

- (1) Students who do not meet the standards of academic progress while on “Warning” will be placed on financial aid “Probation” and directed to meet with an academic advisor to develop a plan for academic success. A financial aid “Probation” does not affect receipt of aid for subsequent quarters.

c. Financial Aid “Suspension”

- (1) Students who do not meet the standards of academic progress while on “Probation” will be placed on financial aid “Suspension.” A financial aid “Suspension” prevents a student from receiving further financial aid at TVCC without additional corrective action.
- (2) Students (in good standing or otherwise) who have attempted 90 credits and have less than a 2.0 cumulative GPA are immediately placed on financial aid “Suspension” and referred to an academic advisor.

5. Appeals and Reinstatement

a. A student on “Warning,” “Probation,” or “Suspension” who meets all standards of academic progress in a subsequent quarter of at least half-time enrollment (6 credits minimum) will be removed from financial aid warning, probation or suspension and placed in good standing.

b. Students who are placed on financial aid “Suspension” may appeal if there are extenuating circumstances, which led to academic difficulties. Forms are available at <http://www.financialaid.tvcc.cc/Forms.cfm> or in the financial aid office.

- (1) Extenuating circumstances are defined as those over which the student has no control, such as illness, death in the family, and accidents.
- (2) Appeal forms must be accompanied by supporting materials that document extenuating circumstances as well as a graduation plan signed by an academic advisor. Appeals will be reviewed by a committee. A student who successfully appeals will be placed on financial aid “Probation.”
- (3) If the committee chooses not to approve an appeal, the committee’s decision is final and the student must complete, at his/her own expense, one quarter of at least half-time enrollment (6 credits minimum) **and** meet the standards of academic progress. The student’s eligibility will be reinstated following evaluation of his/her academic progress during the quarter completed at his/her expense.

6. Appeals Committee

A committee of faculty and staff who review and consider financial aid appeals on an individual basis.

7. Terms and Definitions

a. Grading Symbols

- (1) The following are credits successfully completed: “A”, “A-“, “B+”, “B”, “B-“, “C+”, “C”, “C-“, “D”, “S”;

- (2) The following are **not** credits successfully completed: “F” = Failing, “U” = Unsatisfactory, “I” = Incomplete, “W” = Withdrawal, “AU” = Audit, “NG” = No grade, “WIP” = Work in Progress.
- b. Repeat, Incomplete, Open-Ended and Audit Courses
 - (1) Courses may be repeated. Please consult with your faculty or academic advisor.
 - (2) Incompletes must be arranged with instructors and must be completed as indicated by the instructor. For financial aid purposes, courses extended beyond a single term of enrollment are **not** credits successfully completed.
 - (3) Audits must be arranged in advance with the instructor, are not eligible for financial aid, and do not count as classes completed for financial aid purposes.
 - c. Non-Credit and Remedial Courses
 - (1) Non-credit, community education, developmental education, adult basic education, and ESL courses which do not apply toward an eligible degree or certificate program, are not eligible for financial aid.
 - (2) Financial aid funding for remedial courses (numbered below 100) is limited to 45 total credits.

END OF POLICY

Legal Reference(s):

HEA Sec. 484(c), 34 CFR 668.16(e), 34 CFR 668.32(f), 34 CFR 668.34