

TIFFIN UNIVERSITY FINANCIAL AID SATISFACTORY ACADEMIC PROGRESS POLICY



Tiffin University students receiving financial aid are required to maintain Satisfactory Academic Progress (SAP), according to federal and state laws.

Academic records are reviewed for all students receiving financial aid or being considered for financial aid from the following sources:

- Federal Pell Grant
- Federal Work Study Program
- Federal Supplemental Educational Opportunity Grant
- Federal PLUS Loan
- William D. Ford Direct/Stafford Loan Program (subsidized and unsubsidized)
- Federal Perkins Loan
- Other programs as determined by the Financial Aid Office, federal and state regulations.

Satisfactory Academic Progress

To receive assistance under the Student Financial Assistance (SFA) Programs, a student must meet the Standards of Satisfactory Academic Progress. The University has established a satisfactory progress policy for the purpose of monitoring whether the student meets these standards. Students who fail to make progress towards completion of their degree as specified under this policy will be issued warning letters, placed on probation, or suffer suspension or termination of financial aid.

For purposes of this rule and the receipt of financial aid, the Standards of Satisfactory Academic Progress are reviewed annually at the end of the each semester. All periods of enrollment at the University are considered regardless of whether the student received Title IV aid. A copy of the policy is enclosed with the initial financial aid award letter and is also specified in the Tiffin University Academic Bulletin under the section on Financial Aid. The following components are measured to determine if satisfactory progress has been achieved:

Qualitative:

Financial aid recipients must maintain a minimum cumulative GPA for his or her category as specified in the Tiffin University Academic Bulletin under the section on Academic Policies and defined as Academic Standing.

Quantitative:

Credit Hour Completion. All students must successfully complete 67% of all of the courses that they attempt. Attempted course categories include completed, incomplete, withdrawal, noncredit, repeated, and failed course grades.

Maximum Time Frame (Time Limitation for Degree Completion). Students must graduate within 10 semesters of full-time attendance – or other time frame as determined by the program. Students that change majors and transfer from other institutions are subject to the same maximum time frame limitations. Students attending less than full-time must still complete 67% of the courses they attempt and must graduate in a time frame comparable to the 10 semesters.

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PROCEDURES

1. Satisfactory Academic Progress is determined at the end of each semester.
2. A report is generated to identify students who received Title IV funding and did not make satisfactory progress.
3. A comparison is made of attempted hours, earned hours, GPA and number of increments against the recommended standards of the University.
4. Lists of students to be placed on SAP Warning, SAP Probation, and SAP Financial Aid Termination are generated.
5. Letters are mailed to students.

REINSTATEMENT OF FINANCIAL AID

A student whose financial aid has been terminated can become eligible for financial aid by fulfilling one of the following conditions:

1. Eliminate all academic deficiencies by completing the number of credit hours that are lacking, or complete enough credit hours to achieve the minimum cumulative GPA at the student's own expense.
2. Demonstrate special or extenuating circumstances through the appeals process.

APPEALS

Any student denied financial aid who can prove special circumstances has the right to appeal the decision within 60 days of the Financial Aid Office notification. The appeal must be submitted in writing and supportive documentation must be attached. If the Financial Aid Office denies the initial appeal, the student may submit a final appeal to the Scholarship and Financial Aid Committee.

SCHOLARSHIP AND FINANCIAL AID COMMITTEE

The Director of Financial Aid appoints the Scholarship and Financial Aid Committee. Membership includes administrators and staff. The Financial Aid Office convenes the Committee as needed.

The Financial Aid Appeals Committee Appeal Process

1. Student submits a letter of appeal along with supporting documentation to the Satisfactory Academic Progress committee via the Office of Financial Aid.
2. The letter along with supporting documentation is reviewed by the Director of Financial Aid for supporting documentation.
3. The Director presents letter of appeal, supporting documentation and institutional data to the Chairperson of the Committee.
4. The Committee reviews information and issues a decision to the Director of Financial Aid and/or student.
5. The Director of Financial Aid notifies the student of the decision of the Committee.
Note: The Satisfactory Academic Committee's decision is final and cannot be overturned. The Committee reserves the right to request additional information from the student and/or other parties.

For additional information you may contact the TU Financial Aid Office at (800) 968-6446.