



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
- Federal Stafford Loan Program (subsidized and unsubsidized)
- Federal Perkins Loan
- Other programs as determined by the Financial Aid Office, federal and state regulations.

To receive assistance under the Federal Student Aid (FSA) 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. For purposes of this rule and the receipt of financial aid, the Standards of Satisfactory Academic Progress are reviewed at the end of the each semester. 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.

Satisfactory Academic Progress is based on three measures:

1. Qualitative – GPA Requirement:

Financial aid recipients must maintain a minimum cumulative GPA for his or her academic standing. Remedial/foundation courses are evaluated within this factor because remedial coursework is part of a student’s cumulative GPA. Please see your program below to see your minimum cumulative GPA for your academic standing.

Full-Time Undergraduate Students

Full-Time Students (minimum of 12 credits per semester)

Total hours attempted	Minimum GPA
0-47	1.80
48-71	1.90
72+	2.00

Part-Time Undergraduate Students (no more than 11 credits per semester)

Total hours attempted	Minimum GPA
0-11	1.60
12-23	1.70
24-47	1.80
48-71	1.90
72+	2.00

Graduate Program Students

Must maintain a 3.0 cumulative GPA

A 3.0 GPA could result in a warning status.

2. Quantitative – Credit Hour Completion Rate:

All students must successfully complete 67% of all of the courses that they attempt. All completed, incomplete, withdrawal, noncredit, repeated, transfer credit, and failed course grades are considered attempted courses.

3. Maximum Time Frame

(Undergraduate Students Only). To receive a degree, a full-time student may attempt up to 182 hours (150 percent of the 121 semester hours required for graduation) in a six year (12 semester) period. Original hours for failed, withdrawn, repeated courses and transfer hours (including post-secondary option and dual enrollment credits) accepted toward Tiffin University’s graduation requirements are included in the calculation of maximum time-frame of 182 attempted hours. 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.

(Graduate Students Only) - Graduate Students must complete their degree in 6 years. Graduate Students seeking a second Masters or concentration must complete their degree in 8 years.

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SAP Procedures

After each semester (including summer if courses are taken), the financial aid office will review completion rate, timeframe, and GPA for each student enrolled in that semester. If a student falls within one of these statuses a letter and email is sent. Depending on the student's status relative to these factors, the student's progress for financial aid purposes will be determined as follows:

1. Financial aid warning status

As outlined above, a student is automatically placed on financial aid warning (no appeal needed) for one semester and the student continues to receive financial aid for which they are eligible. However, it may be determined that it is not mathematically possible for the student to meet either the qualitative and/or quantitative measures by the end of just one semester. In this situation, the student would be notified in a letter that before they are allowed to continue they must develop an academic plan for their pace of progression that will extend beyond one semester. Details about how to develop this plan, which must be approved, will be enclosed with the financial aid warning letter.

2. Financial Aid Probation status

A student not meeting the standards for satisfactory academic progress after a semester of financial aid warning will have their aid terminated. A student who has had financial aid terminated has the opportunity to appeal such action to the financial aid appeals committee within 30 days of the Financial Aid notification by submitting the Satisfactory Academic Progress Appeal form. The appeal may be on the basis of any undue hardship or unforeseen circumstance (e.g., documented serious illness, severe injury or death of a family member).

If an appeal is approved, the student will be placed on financial aid probation with an academic plan for a maximum of one semester. The financial aid office will communicate to the student the terms of their continued financial assistance. This might include (but is not limited to) meeting with an academic advisor to develop an academic plan, mandatory follow-up sessions, meeting certain grade point averages for the semester, and not withdrawing from courses during that semester. The financial aid committee will only allow a student to appeal financial aid one time within the Associate/Bachelors/Masters degree that they are seeking.

During this approved financial aid probation period, a student will receive the financial aid for which he or she is eligible. At the end of the probation period, a student who meets all of the satisfactory academic progress requirements will be removed from financial aid probation and move into good standing. When it has been determined a student has failed to meet any one or more measures of satisfactory academic progress (SAP) the student's financial aid eligibility will be terminated.

Students on Probation will be placed on an Academic Plan. This plan will provide the student the opportunity to earn hours to successfully meet the Quantitative and Qualitative measurements of Satisfactory Academic Progress towards a degree within a designated timeframe.

The Academic Plan will be outlined on a final notification to the student from the Financial Aid office and will include:

- The expected GPA of 2.00, to be accomplished by the end of the probationary designated timeframe for undergraduate students.
- The required "B" or better for a Graduate Student. In order to maintain the 3.0 or better grade point average.
- The expected number of credit hours to be completed by the end of the probationary designated timeframe.
- Cannot drop any courses with a "WD/WF" grade on your transcript.

If the student fails to meet the terms of the Academic Plan, the student's eligibility for financial aid would be terminated and no further appeals will be considered.

3. Termination of Financial Aid Status

Applies to students who have not met the requirement for completion rate, GPA, and attempted hours after his/her warning period and are not on financial aid probation nor have an approved appeal. Or for students who after appealing has not met the academic plan provided.

4. Termination Forever at Tiffin University

Applies to students who have appealed and been approved on Probation with an Academic Plan, and have failed to meet that academic plan. Students that have their aid terminated forever are no longer eligible for Federal or State aid at Tiffin University. If the student chooses to transfer to another school, this status does not follow the student to the new school.



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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. The financial aid committee will only allow a student to appeal financial aid one time within the Associate/Bachelors/Masters degree that they are seeking.
3. Cannot appeal if you have been on Probation with an Academic Plan and failed to meet the plan.

Appeal Process

1. Student submits the Satisfactory Academic Progress Appeal form along with supporting documentation to the Satisfactory Academic Progress committee via the Office of Financial Aid. The form can be found here http://www.tiffin.edu/finaid/forms/SAP_appeal_form.pdf
2. The Director of Financial Aid will review the appeal and determine whether the financial aid termination is justified. The student will be advised in writing of the decision.
3. The Satisfactory Academic Committee's decision is final and cannot be overturned and only one appeal per degree is allowed. The Committee reserves the right to request additional information from the student and/or other parties.

Satisfactory Academic Progress — withdrawal or stop-out

A student who is notified at the end of a semester that they will be on a determined financial aid satisfactory academic progress status in the next semester may of their own choosing and for their own reasons withdraw or stop-out for the upcoming semester(s). Upon reenrollment, the student will automatically be placed on the financial aid satisfactory academic progress status that the student left the university with.

Repeated Coursework

A student who repeats a failed course will receive financial aid for the repeated course each time it is attempted. A student who repeats a previously passed course in order to receive a higher grade can only receive financial aid for the repeated course one time. Note that credits for all attempted courses, including repeated courses, count in the maximum time frame calculation

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