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)
- 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 four 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. Students on the Tiffin Campus who have transferred from other colleges/universities will be evaluated for minimum academic progress using transferable hours as determined by the Registrar and GPA from prior institutions combined with Tiffin University attempted credit hours and GPA. Please see your program below to see your minimum cumulative GPA for your academic standing.

   Undergraduate Program Students
   Must maintain a 2.0 cumulative GPA
   A 2.0 semester GPA could result in a warning status.

   Graduate Program Students
   Must maintain a 3.0 cumulative GPA
   A 3.0 semester GPA could result in a warning status.

   Doctorate Program Students
   Must maintain a 3.25 cumulative GPA
   A 3.25 semester 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 credits attempted. Tiffin University will include all courses in which the student remained past the add or drop period and earned a

grade of "WD" or its equivalent. This percentage will be calculated by taking the number of completed credits divided by the credits attempted.

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.

   A student is ineligible for federal financial aid when it becomes mathematically impossible for the student to the complete the program within 150 percent maximum timeframe.

4. **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. All grades will be part of the GPA calculation for qualitative Satisfactory Academic Progress purposes. A repeated course grade will not replace the prior grade for this review rather all grades will be calculated separately.

Withdrawing from Classes
The entire academic history is reviewed to ensure reasonable progress toward graduation. WD and WF grades are included in the quantitative measurement of this policy. The more classes a student withdraws from, the more likely the chances of not completing 67% of all hours attempted. A WD is not part of the GPA calculation for Qualitative SAP.

Incomplete Grades
Students may have their SAP status re-evaluated when the Financial Aid Office is notified by the Records & Registration Office that an incomplete course grade becomes a graded course.

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 statues 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 3.0 or better for a Graduate Student. In order to maintain the 3.0 or better grade point average.
- Cannot receive any incomplete "I" grade. 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 and are not in good standing.

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. A student with this status can only use federal aid in the future if the student eliminates all academic deficiencies by completing the number of credit hours that are lacking, and/or completing enough credit hours to achieve the minimum cumulative GPA at the student's own expense and without the use of federal financial aid.

Satisfactory Academic Progress-Terminated forever status registration policy

A registration hold will be placed on any student whose satisfactory academic progress status is terminated forever. If the student is already registered for the next semester classes, the classes will be dropped. A student with this status be permitted to register once the student has accounted for the balance for the upcoming semester along with any prior balance in one of the following ways:

- The student has a private student loan in place to cover the balance
- The student has enough scholarships, tuition assistance, or GI Bill to cover the balance,
- The student has paid the balance in full, or
- The student has set up and made the first payment on a payment plan.

The registration hold will be removed and the student will be permitted to register for the semester once the above actions are completed up until 5pm EST on the third day of classes.

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. A student must explain why they failed to make Satisfactory Progress and what has changed in the student's situation that will allow them to meet Satisfactory Progress requirements at the next evaluation. The form can be found here https://www.tiffin.edu/finaid/forms
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.

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