

**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: 07-20-2023

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) at the end of each semester. Each student who receives financial aid is required to maintain satisfactory academic progress. 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 (Time Frame Extension):** Federal Student Aid (FSA) regulations allow students to receive federal financial aid up to 150% of the published length of the program. Evaluation will occur at the end of the semester. Once a student has reached the maximum timeframe, the student will no longer be eligible to receive financial aid without an approved Timeframe Extension Request form. (Effective Summer 2016.) Students who graduate with a one-year certificate or an Associate Degree will be considered to have met the pace maximum (2019).
- **Credit Hour Completion (Quantitative):** Complete (67%) of all cumulative credit hours (completed credit hours divided by cumulative credit hours attempted).
- **Grade Point Average (Qualitative):** Maintain the required cumulative grade point average/GPA listed below in Table A:

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Table A

Cumulative Credits Attempted	Cumulative GPA Required
0-15	1.50
16-30	1.70
31-44	1.90
45+	2.00

A student must meet Financial Aid Satisfactory Academic Progress (FASAP) by completing their degree program within the specified timeframe and demonstrate they are making progress towards their degree by completing the required cumulative hours and GPA.

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, W and X 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 cumulative 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 taken at TRC or accepted by the college are included in the cumulative GPA and pace.

Transfer Students

All credits accepted by the college will be included in the FASAP calculation for student aid eligibility when FASAP is completed at the end of each semester.

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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 in the subsequent academic term of enrollment. During the warning status, a student may continue to receive federal financial aid. While on warning, you will be recommended to meet with an advisor to alter your educational plan and may be required to reduce the number of courses you are taking. Student may be placed on a warning status for only one semester. 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 and provided access to the Suspension Override Request form via the TRC website to request an override to receive federal financial aid.

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 or undue hardship, or demonstrated academic improvement. Circumstances under which a request may not be granted include but are not limited to poor choice of classes, lack of motivation or interest.

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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 meet financial aid satisfactory progress in subsequent terms, federal aid will be suspended, and the student may submit another Suspension Override Request. If you are granted an override, you will be expected to attend two meetings with your general advisor throughout the semester to review your educational plan and monitor your progress. You may be requested to reduce your course load, eliminate online coursework, or repeat failed coursework.

Financial Aid Extension

Financial Aid Extension is a status assigned to students who have graduated with a 1-year certificate, Associate degree, or have exceeded the maximum number of hours required 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/pace as indicated in Table A and with an approved suspension override request or student appeal.

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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.

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 cumulative 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 must be submitted by the last day of class. The request and documentation should be attached 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 and/or assigned 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 and/or assigned 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 or undue hardship, or 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 will be granted a probation status 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, either by meeting satisfactory progress or with an approved request. 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.
- If you are granted an override, you will be expected to attend two meetings with your general advisor throughout the semester to review your educational plan and monitor your progress. 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

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Student Appeals Intake Form and submitting it to the Chief Student Services Office. For more information, refer to College Regulation SR 2140 Student Appeals.

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 with a 1-year certificate or associate degree.
- 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 must be submitted by the last day of class.
- The Office of Financial Aid will notify the student the decision 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.
- 09-21-2022:** Edits made to clarify process for the recommendation of students to meet with an advisor to alter their educational plan which may require such things as reducing their current course-load if they are placed on warning status for not meeting the pace or GPA requirement. Also, a Financial Aid Suspension Override Request may only be considered for extenuating circumstances and those extenuating circumstances may now include, but are not limited to, a student's employment obligations, financial difficulties, loss of transportation, relocation, childcare difficulties, or loss of internet services.
- 07-20-2023:** Minor edits to clarify procedures described herein regarding College operations.