

Financial Aid Satisfactory Academic Progress (SAP) Policy

Please read both sides of this sheet.

Federal regulations require all students receiving federal student aid to make Satisfactory Academic Progress (SAP) toward a degree or certificate in order to retain eligibility for financial aid. Failure to maintain SAP will result in the disqualification from federal student aid programs at TCC. The Satisfactory Academic Progress policy of the Financial Aid Office at the Texas Chiropractic College is explained below.

SAP Policy Elements:

- Qualitative component
 - Grade Point Average (GPA): TCC students must maintain a minimum 2.0 term/ cumulative GPA.
 - Please refer to the grading system in the TCC catalog for information on how quality points are assigned and how GPA is calculated.
- Quantitative component
 - "Pace" of progression (earned credits divided by attempted credits): TCC students must maintain a cumulative pace of 67%. That is, 67% of all attempted credits must be passed to maintain SAP.
 - "Maximum timeframe" (maximum number of attempted credits)
 - The maximum timeframe for TCC is 150% of the published length of the program in credit hours, as described below.
 - DC: $222.5 \times 150\% = 333$ maximum attempted credits

Impact of incompletes, withdrawals, course repetitions, credit by exemption, and transfer credits on qualitative and quantitative SAP components:

- Withdrawals ('W') will be counted as failed attempts for the quantitative SAP component. The qualitative measure is not affected by 'W' grades.
- Course repetitions: All course attempts will be counted in the quantitative component, but credit for repeated courses can only be earned once. Only the most recent grade will be counted in the qualitative SAP component.
- Treatment of transfer credits ('TR') and competency examinations ('XM'). All credits accepted for transfer ('TR') and/or ('XM') are counted as both attempted and earned for the quantitative SAP component. The qualitative measure is not affected by transfer and/or exam credits.

Evaluation Frequency and Scope:

- All components of SAP will be evaluated after grades are posted at the end of each term of enrollment.
- All periods of enrollment must be considered when evaluating SAP, regardless of whether or not financial aid was received each term.
- As described above, SAP may be re-evaluated more frequently if the resolution of an 'I' grade may enable a student to re-establish SAP.

Failure to Meet SAP Standards:

- Students who fail to meet SAP standards will be notified of their status in writing by the Financial Aid Office.
 - Financial Aid Warning: This is an automatically assigned status that allows a student who fails to make SAP to continue to receive aid for one term of enrollment.
 - Financial Aid Probation: This status is assigned to a student who has failed SAP and has successfully appealed, and thus had aid eligibility reinstated for one term. At the end of the probation term, the student must regain SAP or be meeting the conditions of his or her academic plan.

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- Financial Aid Suspension: This status is assigned when a student on Financial Aid Warning fails to regain SAP after the Financial Aid Warning term or when a student on Financial Aid Probation fails to meet the conditions of his or her Academic Plan (see “Academic Plan” below). All financial aid is terminated immediately upon determination of Financial Aid Suspension status.

SAP Appeals:

- A student who is placed on Financial Aid Suspension may appeal for reinstatement of financial aid eligibility. The SAP appeal must address why the student failed SAP, and what has changed in the student’s situation that will allow the student to meet SAP at the next evaluation. SAP appeals must be accompanied by an Academic Plan as described below.
 - TCC will permit a maximum of two SAP appeals per student.
 - Students may submit a SAP appeal on the basis of one or more of the following:
 - The death of a relative,
 - The student’s injury or illness, or
 - Other special circumstances
 - Failure to properly manage one’s time and/or failure to seek recommended academic tutoring do not constitute special circumstances and cannot be used as the basis for a SAP appeal

Academic Plan:

- An Academic Plan is a plan developed by Academic Affairs and the student to ensure that the student meets SAP by a specific point in time.
 - As long as the student meets the conditions of the plan, the student can continue to receive aid.
 - A student on an Academic Plan will be considered to be on Financial Aid Probation for the duration of the plan.
 - If the student fails to meet the conditions of the academic plan, the student loses Title IV aid eligibility.
 - A student who loses Title IV eligibility after failing to meet the terms of an academic plan may re-appeal if the he or she can demonstrate extenuating circumstances beyond the student’s control which prevent meeting the requirements of the academic plan. The circumstances must be different than those for which the previous appeal was granted.

Re-establishing SAP:

- A student who is placed on Financial Aid Suspension (see “Financial Aid Suspension” section above) and does not appeal, or whose appeal is denied, may re-establish SAP by regaining the required qualitative and quantitative measures. SAP status will be measured on the usual schedule (see “Frequency of Evaluation” section above) for students on Financial Aid Suspension, and students who re-establish SAP will be notified by the Financial Aid Office.

Satisfactory Academic Progress (SAP) Appeal Form

Name _____

Phone _____

Date _____

Federal Financial Aid regulations require the College to determine that federal aid recipients are making satisfactory academic progress (SAP) towards their degree. To be eligible for financial aid, students must maintain: a cumulative/term grade point average (GPA) of 2.0 or better, successfully complete 67% of all hours attempted, and complete the program in 15 trimester and/ or 333 maximum hours attempted at all chiropractic colleges. Students who lose their eligibility for financial aid due to circumstances beyond their control may appeal for reinstatement.

Check the trimester for which you are submitting an SAP appeal:

Fall _____ Spring _____ Summer _____ Anticipated Graduation Date _____

1. Use this form as a cover page.
2. Attach a typed or word-processed letter of appeal which addresses the following:
 - Explain why you did not make satisfactory academic progress in your last trimester.
 - Explain in detail what changes have occurred (or will occur) that will enable you to make satisfactory academic progress in future trimesters.
 - **OPTIONAL:** Attach any documentation you feel is necessary to support your appeal. You might want to document why it was difficult to make progress in the past. Or you might want to document a solution to past troubles. Documentation could be a letter from someone who you have been working with supporting your appeal letter (Doctor, Counselor, Instructor, Advisor, etc.) Or documentation could be something to verify a past event (hospital records, accident report, etc.)
3. Attach a completed copy of the Advising form.
4. Return this completed form to the Financial Aid Office. FAX: 281-998-5798
5. You will be notified **if** you are scheduled for a FA Committee review.
6. If you have a Federal Work-Study job, you are ineligible to work unless your financial aid is reinstated. You must stop working at your Federal Work-Study job immediately.

Do you have a Federal Work-Study Job? _____ if so, where do you work and who is your supervisor(s):

****OFFICE USE ONLY****

Appeal Approved _____ Appeal Approved/Academic Plan _____ Appeal Denied _____

Referred to the Financial Aid Committee for Review.

Action: _____

Official Signature: _____ **Date:** _____