

Satisfactory Academic Progress (SAP) Policy
Trine University – Main Campus
Office of Financial Aid
Effective June 1, 2013

Federal regulations mandate that all students make satisfactory, measurable academic progress toward completion of a degree in order to receive federal assistance through Title IV federal grant, work, and loan programs.

The academic progress of all financial aid applicants and recipients will be reviewed for

1. Cumulative Grade Point Average (GPA)
2. Cumulative Credit Hour Completion Rate/Pace
3. Maximum Time Frame for Degree Completion

You must maintain satisfactory progress in all three areas regardless of whether or not you have received financial aid in the past.

SAP Chart A (Effective June 1, 2013)	Undergraduate Program			Graduate Program
	1-24 Hours	25-47 Hours	48 + Hours	All Hours
**Total Hours Attempted at Trine for Degree Consideration from All Institutions				
1. Minimum Required cumulative GPA (Qualitative)	1.8	1.9	2	3
**2. Minimum Pass Rate percentage of total hours successfully completed. (Quantitative) (Measured as Hours Earned/Hours attempted)	67%	70%	70%	80%
3. Maximum total credit hours/time allowed to complete first academic degree	150% of the specified program length			120% of specified program length

**Transfer hours count in both number attempted and number earned. **

Monitor, Evaluation and Notification of Financial Aid Eligibility:

The minimum progress standards will be checked after each semester of enrollment (Fall, Spring, and Summer). At the end of each semester of enrollment, students must earn the minimum cumulative GPA, minimum number of credit hours (pace), and be within the maximum timeframe (see chart above). At the time of each evaluation, a student who has not achieved the required GPA, or who is not successfully completing his or her educational program at the required pace, is no longer eligible to receive financial assistance under the Title IV programs unless the student is placed on financial aid warning or the student has appealed and has been placed on financial aid probation. An email notification will be sent to the student's Trine email account letting them know of where the deficiency lies and what specific action is required on their part.

Statuses a student may be assigned to one of the following groups:

Financial Aid Warning

Financial Aid Warning status is assigned to a student who fails to meet one or more of the SAP measures for the first time and is under 48 credit hours attempted at the conclusion of an enrollment period (semester). A student assigned a Financial Aid Warning will be notified electronically to their school issued email address. The student may continue to receive financial aid for one subsequent enrollment period (semester) under this status despite the determination that the student is not making SAP. If the student does not improve this deficiency at the of the next enrollment period then they are placed on financial aid suspension. A student cannot be on 2 consecutive terms of financial aid warning.

Financial Aid Suspension

Financial Aid Suspension status may be assigned to a student for any one of three separate reasons (see below). A student who is placed on **Financial Aid Suspension is not eligible for Financial Aid**. In some instances a student may receive financial aid only if they re-establish eligibility by meeting the standards set forth in this policy.

1. **Previous Financial Aid Warning**- Assigned to a student that attempted less than 48 credit hours that is still not meeting SAP following their semester of Financial Aid Warning.
 - A student in this category has the option to complete a financial aid appeal.
2. **Over 48 credit hours attempted Suspension- Automatically** assigned to a student that has attempted 48 or more credit hours and is not meeting SAP, regardless of being placed on Financial Aid warning before or not.
 - A student in this category has the option to complete a financial aid appeal.
3. **Over 90 credit hours attempted Suspension- Automatically** assigned to a student that has attempted 90 or more credit hours and is not meeting SAP, regardless of being placed on Financial Aid warning before or not.
 - A student in this category does NOT have the option to complete a financial aid appeal.

SAP Appeal Procedures:

If a student is placed on Financial Aid Suspension the student is not eligible for federal, state, and institutional financial aid, which include grants, scholarships, work-study and loans. However, in some instances a student on Financial Aid Suspension who has had mitigating circumstances (i.e., death in the family, illness, involuntary military leave, etc.) may request reinstatement of their financial aid eligibility by completing Satisfactory Academic Progress Appeal Form and submitting it to the Financial Aid SAP Appeals Committee. The Satisfactory Academic Progress Appeal Form is available at www.trine.edu/forms. NOTE: Not every student on Financial Aid Suspension is able to appeal. Please refer to the Financial Aid Suspension paragraph for details.

The maximum number of times a student may appeal is twice (but not consecutively) during his or her undergraduate program. In order for a student to be eligible for the second appeal, the student must have been successful at satisfying the conditions of the first appeal.

The appeal, which must be typed and must include the following requirements:

1. Detailed explanation for failure to meet SAP standards for each payment period (semester) the student failed to perform satisfactorily;
2. Documentation to support the reason for failure;
3. A copy of 4-Year Graduation Plan (must be attached)
4. A copy of Academic Improvement Plan (must be attached)
5. Detailed explanation of what has changed that will now allow the student to comply with SAP standards, a statement of academic objectives, and corrective action plan; and,
6. Meet and discuss appeal with academic advisor or dean and obtain his or her signature on the appeal form.

SAP Appeal Deadlines: Semester/Term

Fall Semester

Spring Semester

Summer Terms

Date

August 1st

January 2nd

One week prior to the start of summer term

Approval of an appeal results in Financial Aid Probation Status

Financial Aid Probation status is assigned to a student who has successfully appealed a Financial Aid Suspension and has had eligibility for financial aid reinstated. A student who is placed on financial aid probation may receive limited financial aid for one subsequent payment period (semester). A student on Financial Aid Probation may be required to meet certain terms and conditions while on financial aid probation, such as taking a reduced course load or taking specific courses. A student assigned a Financial Aid Probation status will be placed on a SAP Academic Plan. At the conclusion of the SAP Academic Probation payment period, the student must either meet the SAP standards or fulfill the requirements specified in the SAP Academic Plan to remain eligible for aid in subsequent semesters.

Requirement details:

1. Cumulative Grade Point Average (GPA) – see chart a

If you fall below these standards you will be placed on either a Financial Aid Warning or Suspension depending on the student's situation and a Notification will be sent to you to inform you of how to correct this deficiency. After 2 full years of full time attendance you are required to achieve a 2.0 cumulative GPA. Please note that you are also no longer eligible for financial aid or an appeal if you do not have a cumulative GPA of at least 2.0 and have earned 90 or more credit hours.

2. Cumulative Credit Hour Completion Rate/Pace – see chart a

You must earn in your first year a minimum of 67% of the credit hours that you enrolled for and 70% every semester after your first year. If you fall below this standard you will be placed on either a Financial Aid Warning or Suspension depending on the student's situation and a notification will be sent to you. Please note that at 90 credit hours and above you will no longer be eligible for aid or an appeal if you are unable to meet the pace standards.

Hours Earned/Attempted: To earn hours at Trine you will need either a grade of A, B, C, D or S. All other grades will not count towards hours earned but will count towards hours attempted. Note: withdrawing from a course will affect your attempted hours/completion rate. Attempted Hours will include all earned hours, plus W, F, I or U. (All coursework with a "W" (withdrawal) are also counted as attempted, but not completed, regardless of the conditions of the withdrawal)

Repeated Courses: If a student repeats a course (allowed only one time), both courses count as attempted hours but only one of the grades count as hours earned. Remedial hours will count towards attempted and completed hours but withdraws will only count towards hours attempted.

Transfer/Test Credits: Accepted Transfer and Test Credit hours will count as earned and attempted hours but are not factored into the student's GPA calculation

Incompletes: Incompletes will be counted as attempted hours but won't count towards hours earned. Those hours will only be counted if the student receives a grade for this course later but it will be the student's responsibility to inform our office.

Second Degrees Credit hours applicable to second degree will be reviewed as transfer hours and counted as hours attempted and earned.

3. Maximum Time Frame for Degree Completion – see chart a

You are expected to earn your Bachelor's Degree before you exceed 150% of the hours required for degree completion. For example, if your degree requires 120 hours then you are only allowed to attempt 180 hours or if your degree requires 132 hours then you are only allowed to attempt 198 hours and still be able to receive financial aid. If you exceed this maximum timeframe you are no longer eligible for aid. If you are not on track to complete your degree before your time frame expires you will no longer be eligible for aid.

Master's Degree: You are expected to earn your Master's Degree before you exceed 120% of the hours required for completion. If your degree requires 32 hours then you are only allowed to attempt 38 hours or if your degree requires 36 hours then you are only allowed to attempt 43 hours.

Change of Majors:

The allowed time frame does not change or increase when you change majors. If you have completed all degree requirements but have not applied to graduate or received the degree you are no longer eligible for aid.

Final Remarks:

- Trine's SAP standards comply with the requirements of the U.S. Department of Education.
- These are financial aid standards and do not replace or override Trine's academic policies.
- Academic progress will be reviewed at the end of each semester for all students with the exception of first year full time students who will be reviewed at the end of their first year and every semester after that.
- It is your responsibility to stay informed of the University's SAP standards and policy.
- All attempted credit hours are considered toward the maximum time allowance, regardless of whether or not the student received financial aid for those hours.