

Triangle Bible Institute (TBI) Policy

Policy Number: 103-16

Policy Title: SATISFACTORY ACADEMIC PROGRESS

Responsible Officer: Academic Dean

Responsible Office: TBI Administration

Effective Date: January 1, 2016

I. POLICY STATEMENT

Maintaining satisfactory academic progress is one of many requirements mandated under federal statutory and regulatory requirements for federal student aid programs, as well as state financial assistance programs, and for many forms of institutional financial assistance that may be offered by TBI (to include need-based grants, merit, and other scholarships). In order to remain eligible for federal student financial assistance and scholarships at GW, students must maintain both a qualitative and quantitative standard for satisfactory academic progress. These standards measure a student's progress in three different aspects:

- Semester and cumulative grade point average
- Credit hour completion rate, and
- The maximum time frame allowable for completion of an academic program as a recipient of Federal student financial assistance.

This satisfactory academic progress policy is specific to maintaining eligibility for federal student financial assistance programs, and does not replace academic and departmental policies pertaining to academic standing and/or degree progression. Federal regulations require a specified level of academic achievement and the completion of a set number of credits within a given time frame. Students must meet the minimum standards as itemized in this policy statement after each semester in which the student is enrolled. The Office of Student Financial Aid will review satisfactory academic progress at the end of each semester and will accordingly advise recipients of student financial assistance.

II. RATIONALE

The Satisfactory Academic Progress policy contains a maximum timeframe component, which specifies that the number of credit hours for which you may receive federal financial aid may not exceed 150% of the credit hours required for graduation with an undergraduate degree. For most undergraduate programs, the maximum is considered to be 288 credit hours. If you change majors, you are still expected to complete your program within the maximum timeframe. In limited circumstances appeals will be considered. (See Appealing Financial Aid Suspension section.

III. ENTITIES AFFECTED BY THIS POLICY

This policy is applicable to all full-time, and part-time students enrolled at TBI.

IV. DEFINITIONS AND EXPLANATIONS

Satisfactory Academic Progress (SAP)

Three components of your academic record determine whether you are maintaining satisfactory academic progress: (1) course completion, (2) grade point average (GPA) and (3) maximum eligibility. The requirements in each area vary according to your status as a student, your school of enrollment, and your enrollment status (*full-time, half-time, or less than-half-time*). This federal policy affects your eligibility for all forms of assistance, including but not limited to, the following aid programs:

- **Federal:** Federal Work-Study, Federal Pell Grant, Federal Perkins Loan, Federal Direct PLUS Loan (Parent loan), Federal Supplemental Educational Opportunity Grant (SEOG), Graduate PLUS Loans, Federal Family Education Loan Program, Federal Direct Loan Program (Subsidized and Unsubsidized), Loans and Grants
- **State:** All State eligible programs, Alternate Loan Programs (that do not consider SAP to be a criterion), and Student Educational Loan Fund.
- **Institutional:** Departmental scholarships/grants, Triangle Bible Institute Student Employment Program (TBISEP), Graduate Remission or Assistantships.
- **Private Loans:** Students on SAP may only apply for private loans that do not seek a student's academic progression (or lack thereof) a necessary criterion. This is often done by conducting an internet search.

SAP Criteria

Satisfactory Academic Progress will now be evaluated on a per semester basis. It will no longer be evaluated on an annual basis. Once a student finds themselves as being on 'financial aid suspension' per email notification and by checking their "Poluliweb" account, they then are to initiate the appeal process. Once an appeal has been received, reviewed, and approved by members of the TBI's Professional Judgment Committee, students must also submit an Academic Plan (AP) to be signed and acknowledged by their major advisor. The AP must have the advisor's signature on it to confirm they have approved the courses a student plans to take and successfully pass in the upcoming semester.

If AP's are not received within a timely manner, this will subsequently affect the disbursement of a student's aid for that particular semester. If a student changes their classes (by adding or dropping) within the same semester, they must resubmit their AP to the Office of Financial Aid noting the necessary changes and their academic advisor must sign those changes. At the conclusion of each semester, a student's performance will be assessed upon the following criteria:

Completion Ratio

Your enrollment status is reviewed **at the conclusion of each academic semester (fall and spring)** to verify that you have earned the required minimum number of credits during fall and spring semesters. **You are required to complete at least 70% of all attempted hours of**

coursework each academic semester. (E.g. If a student registers for 15 credit hours in the fall semester; 5 (3 credit) courses, they must pass each course with a letter grade of "C" or better.) Grades or indicators of 'F' (Fail), 'I' (Incomplete), 'U' (Unsatisfactory), 'UW' (Unofficial Withdrawal), 'NR' (Never Reported) all **count against** your completion ratio. Repeated coursework **may not** be used in the calculation of your completion ratio and is not covered by financial aid.

Cumulative Grade Point Average (GPA)

As a student, your per semester grade point average (GPA) will be reviewed. Freshmen students, if your GPA at the conclusion of the fall semester is lower than a 2.0, you will be placed on Financial Aid Probation. Graduate and professional students are required to maintain the GPA set by their individual program of study. For graduate/professional students, you must also maintain satisfactory progress in order to be promoted to the next level. Regardless of the program of study, you are automatically SAP suspended once you do not meet the required minimum GPA requirements (or academic standards) of the program.

Maximum Eligibility

You will maintain financial aid eligibility for a specified period of time. **Undergraduate and graduate students must complete their chosen academic program within 150 percent of the number of credit hours required for graduation or successful completion.** (For example, an undergraduate student may attempt a maximum of 191 credit hours for a program requiring 127 hours for graduation.)

Undergraduate students will be notified when they are within 24 credit hours, and graduate students within 18 credit hours of reaching the expiration of their financial aid eligibility. You must continue your studies at **your own** expense when you have reached your maximum eligibility.

Because of the special nature and delivery format of the professional education programs, professional program students will maintain financial aid eligibility for a period not to exceed the following:

Doctorate without previous graduate degree

7 academic years (or 14 semesters)