

# Triangle Bible Institute (TBI) Policy

**Policy Number:** 300-16

**Policy Title:** FINANCIAL AID PROBATION AND SUSPENSION

**Responsible Person:** Financial Aid Administrator

**Responsible Office:** Financial Aid

**Effective Date:** January 1, 2016

## I. POLICY STATEMENT

To remain eligible for institutional, federal and state financial aid programs, students need to make satisfactory academic progress, or SAP, toward a degree or certificate. Standards of SAP are applied to all students who wish to establish or maintain financial aid eligibility at Triangle Bible Institute, regardless of whether they have received financial aid in the past. The office of Financial Aid will measure a student's academic performance annually, at the end of each spring semester. Students who fail to meet one or more of the SAP standards at the time their academic progress is reviewed are not eligible for financial aid. Eligibility to receive aid may be reestablished by remedying all deficiencies. Procedure for re-establishing financial aid eligibility are described in the body this policy.

## II. RATIONALE

The purpose of this policy is establish, and inform students and the Triangle Bible Institute Community, and to ensure fairness, transparency, and consistency in academic management practices.

## III. ENTITIES AFFECTED BY THIS POLICY

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

## IV. PROCEDURES

### Financial Aid Probation

If at the end of the semester you are listed as being on PROBATION of any kind (e.g. Probation for Credits, Probation for Grades and Probation for Grades/Credits), **you are still eligible** to receive aid for the next semester. Your probationary status is a **warning** that you must **meet all SAP criteria** for any subsequent terms of attendance in order to maintain your aid eligibility. **You do not need to appeal this status in order to receive aid.** Financial aid probation will occur for your next academic semester of attendance if you fail to earn the minimum number of credits and/or the GPA required. You **may** continue to receive financial aid while on financial aid probation.

### Types of Financial Aid Suspension

Your financial aid eligibility will be suspended if you fail to earn the necessary credits or achieve the required GPA while on financial aid probation. At that time, you will no longer be eligible to receive financial aid to attend Triangle Bible Institute. To reinstate your financial aid

eligibility, you must appeal to the Office of Financial Aid **by the proposed deadline per semester**. If a student's appeal is denied for whatever reason, they then may re-enroll and successfully complete the courses they have registered for **at their own expense**, at least for one semester. At the conclusion of that particular semester, students may then re-appeal to the Office of Financial Aid explaining in a **detailed type-written narrative** to then request to have their aid reinstated. Students cannot receive financial aid if they do not meet the necessary criteria. Students who have been suspended consecutively will be ineligible for aid reinstatement until they have covered the courses they have registered for **at their own expense**. Students are more than welcome to seek other sources of funding that include alternative loans that do not consider SAP to be a criterion.

### **Academic Suspension**

You are not eligible to receive financial aid if you have been de-matriculated (academically suspended) from TBI. When you have been readmitted; a process students must complete with the Office of Admission, as a Former Student Returning (FSR), you **must** complete the SAP appeal process. Your financial aid eligibility status will be determined based on the SAP criteria and a thorough a review of your academic transcript.

### **Exclusions**

The following types of registration and grades cannot be used to fulfill probation, suspension or re-matriculation requirements: credits by special exam, Advanced Placement or CLEP exams, distance education or correspondence courses for which you have not obtained prior approval, audit, withdrawal, incomplete and zero credit courses.

### **Appeal Process**

You may appeal a **financial aid suspension** status by submitting a completed appeal packet to the Office of Financial Aid within 14 calendar days from the date of your notification. It is the responsibility of the student to follow up with their advisor as often as possible, throughout the semester, by checking their PopuliWeb account for updates by checking their financial aid eligibility from one semester to the next, as well as their personal preferred email address for emails on pertinent deadlines and updates.

### **Types of suspension that CAN BE appealed by the appropriate deadline are:**

- **Suspension from Triangle Bible Institute** - Student is academically suspended from the TBI.
- **Suspension for Credits** - Student did not earn at least 70% of the credit hours attempted in the previous two (2) academic years.
- **Suspension for Grades**- Student did not earn minimum GPA required for good standing for previous two (2) years.
- **Doctoral Degree Suspension** - Student has met or exceeded maximum degree timeframe (1.5 times the total minimum credit hours required for degree) OR has more than 12 hours of incomplete credits.

- **Master's Degree Suspension** - Student has met or exceeded maximum degree timeframe (1.5 times the total minimum credit hours required for degree) OR has more than 12 hours of incomplete credits.

**Types of suspension that CANNOT be appealed:**

- **4 Year Undergraduate Suspension** - Student has met or exceeded maximum degree timeframe (1.5 times the total minimum credit hours required for degree).
- **5 Year Undergraduate Suspension** - Student has met or exceeded maximum degree timeframe (1.5 times the total minimum credit hours required for degree) **OR has more than 12 hours of incomplete credits.**

For SAP appeal forms, you may visit the Office of Financial Aid or by browsing through the [Financial Aid Forms, Worksheets & Links](#) webpage in PopuliWeb.

If you have failed to achieve SAP (Satisfactory Academic Progress) because of mitigating circumstances, your appeal packet **must** consist of the following:

1. SAP appeal form with type of suspension indicated per your PopuliWeb account
2. Detailed type-written narrative of **what led to your suspension status**, and explanation of what you intend to do to improve your plan of action, and
3. Copies of **all** supporting documentation attached. **With your TBI ID number on each page.**

Mitigating circumstances would include, but are not limited to extreme illness or injury, family crisis, or death of an **immediate** relative. The circumstances **must be documented** and will not be considered for approval without the supplemental documentation attached. Examples of documentation would include medical documentation, birth or death certificates, etc. **Please do not submit letters of stipulation from your school along with your appeal documents.** If at the end of an academic school year, you have found yourself to be suspended, you may appeal to have your current SAP status reviewed by:

1. Attending a summer session at TBI, by increasing your GPA or earned credits and then appealing once those grades have been submitted to the Registrar. It will not be until the summer courses are updated to your account that an evaluation of your courses can be made. Please monitor your PopuliWeb account for appropriate updates as well as the email address you have provided on your appeal form. Summer credits will count toward determining your maximum eligibility for the next school year.

You must complete the appeal process at the end of the summer term. Summer credits **will count** toward determining your maximum eligibility for next school year.

Please send your appeal with **any required documentation** to:

Triangle Bible Institute  
19043 Fuller Heights Road  
Triangle, VA 22172  
Attention: Appeals Committee  
(703) 441-8557

Once your appeal has been received and reviewed by the Appeals Committee, you will receive written notification of the committee's decision by email to the address you have provided in your appeal packet. You will also notice the appropriate changes made to your award package on your PopuliWeb account. **Note:** All incomplete appeals will be denied. All appeal decisions are **final** and the submission of a SAP appeal does **not** guarantee reinstatement of aid eligibility. **Students who are currently SAP suspended are strongly advised to create alternate financial plans in the event your appeal is denied.**

### **Additional SAP Requirements**

- If you are listed as being SUSPENDED FROM TRIANGLE BIBLE INSTITUTE, the appeal process is two-fold. **Step 1:** You *must* appeal to your school **as well as Step 2:** the Office of Financial Aid. It is your responsibility to stay abreast of deadlines. Stipulation letters **do not** ensure financial aid reinstatement and one is not contingent upon the other. For further inquiries please contact the Office of Financial Aid.
- Although you may not be receiving financial aid, you will be evaluated for financial aid eligibility on the same basis as students who receive federal and state aid. Should you apply for aid, your eligibility will be based on your prior academic performance at Triangle Bible Institute.
- If you are enrolled in a dual degree program, you may appeal for an extension of the maximum time frame provision of this policy.
- If you are an undergraduate student pursuing a second degree, you may attempt an additional 48 credit hours to complete your second degree program, including prerequisite courses. Graduate/professional students may attempt an additional 24 credit hours.
- If you are a transfer student, your maximum eligibility will be reduced by the number of transfer credits accepted by Triangle Bible Institute.
- Credits you have earned at foreign institutions will be included in your SAP evaluation provided they are applicable to the degree/program sought.
- Courses in which you receive a grade of 'I' (incomplete) accompanied by a letter grade will be considered when evaluating your completion ratio, and will influence your term and cumulative GPA. All attempted and earned credits are considered in maximum eligibility determination.
- Courses in which you receive a grade of 'W' (withdrawal) do not earn credits or affect your GPA, but they will be considered when evaluating your maximum eligibility. You may retake courses from which you withdraw and those credits will count toward determining your enrollment status and completion ratio, provided you have not earned credit for the same course.

- If you are enrolled in undergraduate remedial courses, credits attempted/earned will count toward determining your enrollment status, minimum credits earned and maximum eligibility.
- If you take undergraduate courses while you are a graduate student, courses that are satisfactorily completed **do not** earn graduate credit or influence your graduate GPA, nor will they count toward determining your enrollment status or minimum credits earned at the graduate level.
- All undergraduate and prerequisite courses are evaluated in SAP Maximum Eligibility.
- If you are taking courses to earn professional licensure, you must be admitted to a degree program in order to receive financial aid. Students completing licensure courses and are not seeking a bachelor, masters, or doctoral degree are not eligible for financial aid.
- The credits earned from repeated courses **will count** toward the determining your enrollment status and maximum eligibility. However, for purposes of financial aid satisfactory academic progress, only credits adding to the cumulative credits earned will be acceptable toward the required minimum number of credits earned per year.

If you attend a summer session and wish those credits/grades to be considered with your fall and spring total, you **must** complete the appeal process at the end of the summer term. Summer credits **will count** toward determining your maximum eligibility.

## **V. SANCTIONS**

Violations of this policy may result in appropriate disciplinary action up to and including expulsion.