

Satisfactory Academic Progress and Program Pursuit

The Federal and State Aid Programs – Pell Grant, Supplemental Equal Opportunity Grant (FSEOG), Direct Stafford Loan Program and TAP require that you meet Standards of Satisfactory Academic Progress and Program Pursuit to be eligible for financial aid.

In order to be eligible for Financial Aid, whether it's Federal or State or School based, a student must meet two basic requirements:

1. The Standard for Satisfactory Progress
2. The Program Pursuit Requirement

Academic Progress – New York State Programs

For financial aid purposes, in order to be making satisfactory academic progress toward a degree, a student at Trocaire College must complete his or her degree requirements within six full time semesters. Since some students use a combination of part time and full time semesters while working toward their degree, the college has developed the following system to measure progress: based on the number of credits a student carries in any one semester, points are assigned for that semester. The assignment of points is as follows:

6-8 credit hours ½ point
9-11 credit hours ¾ point
12 and more credit hours .. 1 point

Once a student has accumulated 6 points (the equivalent of 6 full time semesters) the student is no longer eligible for financial aid. In addition, each student must maintain a required cumulative grade point average and accumulate a designated number of credit hours at each point level in order to maintain Satisfactory Academic Progress.

Program Pursuit – New York State Programs

To meet the program pursuit requirement a student must complete a certain percentage of his or her course load each semester.

Full Time – for full time students, the percentage increases from 50 percent (6 credit hours) of the minimum full time load (12 credit hours) in each term of study for which an award is made in the first year, to 75 percent (9 credit hours) in each term of study in the second year, to 100 percent (12 credit hours) in each term of study in the third year.

Part Time –
If your point level is: You must complete the following percentage of your course load:

0 – 2	50%
2.25 – 4.00	75%
4.25 & over	100%

Transfer students receiving TAP – The required percentage of course load completion per semester is determined by the number of semesters of TAP you had already received at the time of transfer.

If you have already received TAP the following number of times: Your required completion percentage is:

1 – 2	50%
3 – 4	75%
5 & more	100

SATISFACTORY ACADEMIC PROGRESS – Federal Aid Programs

On October 29, 2010, the U.S. Department of Education published final regulations (668.16 and 668.34) in the Federal Register that require institutions that participate in student financial aid programs under Title IV of the Higher Education Act of 1965 to implement new guidelines effective July 1, 2011 regarding Satisfactory Academic Progress (SAP).

Satisfactory Academic Progress standards include:

- A maximum time frame to complete your degree requirements
- A qualitative component (Grade Point Average or “GPA”) – Satisfactory Academic Progress
- A quantitative component (credits completed each semester)-Program Pursuit

Federal regulations require a maximum time frame for completion of a degree or certificate not to exceed 150% of the regular requirements of that program.

Failure to Make Academic Progress for Federal Financial Aid

At times a student may find that it is difficult to maintain academic progress towards their degree. Health issues, family circumstances or unforeseen personal matters may contribute to academic difficulties. The College recognizes that these life issues do occur and can contribute to academic stress but are not necessarily a measure of a student's academic ability. Accordingly, the College provides a process by which a student can return to good academic standing and avoid the loss of **federal financial aid**.

Satisfactory Academic Progress is reviewed by the College at the end of each semester. If a student fails to meet the conditions of Academic Progress and Program Pursuit, the following steps can be taken to avoid losing **federal financial aid**:

- Financial Aid Warning
- Financial Aid Appeal
- Financial Aid Probation
- Loss of Financial Aid

Financial Aid Warning

Students who fail to meet Satisfactory Academic Progress for the first time in any semester will be given a **one-time** written warning by the Financial Aid Office. The student will not lose financial aid but should seek either academic assistance or address any issues that may have contributed to the deficiency.

Financial Aid Appeal

Students who fail to meet Satisfactory Academic Progress for a second semester must file an appeal with the Appeals Committee-Attention: Director of Financial Aid to avoid the loss of aid. Students will be notified of the necessary process by the Financial Aid Office. Forms for this process are available in the college Financial Aid office or can be mailed upon request. Appeals are approved based upon evidence that extenuating circumstances (***death in the family, personal illness, etc.***) have interfered with a student's ability to maintain Satisfactory Academic Progress. However, it is the decision of the Appeals Committee to determine the appropriateness of extenuating circumstances. **Filing an appeal does not guarantee approval.**

Financial Aid Probation

If a Financial Aid Appeal is granted to a student, they are then placed on Financial Aid Probation. This is a new status assigned to a student who fails to meet the Satisfactory Academic Progress review, who has appealed and has had eligibility for federal aid reinstated. An academic plan must be created to insure that the issues that caused a lack of Satisfactory Academic Progress are addressed to avoid the loss of financial aid. Depending on the circumstances, a student may have to demonstrate what academic interventions or changes in their academic program will take place to address improvement. If the deficiencies were caused due to personal or family matters, the plan should address what changes will occur that will lead to better academic success. Academic plans will be in writing and clearly identify the outcomes and benchmarks identified for improvement. Monthly monitoring of the plan will be required to determine progress or needed changes.

At the end of that payment period, the student must either meet SAP standards or meet the requirements of the academic plan by a specific point in time.

The Student Accounts Office will notify the Director of Financial Aid at the end of each semester those students who have not reached Satisfactory Academic Progress. The Director of Financial Aid shall send notice to each student that he or she is not meeting SAP or Program Pursuit. The student must contact the Director of Advisement & Retention to initiate this plan. The Director of Advisement & Retention will monitor each plan and the progress of each student.

If at the end of the payment period following Financial Aid Probation a student continues to not meet Satisfactory Academic Progress, federal financial aid to the student shall be discontinued. A student who fails to initiate these actions will be **denied federal financial aid**.

Timelines

- First semester of failure to meet SAP (warning only)
- Second semester of failure to meet SAP-Probation (appeal & improvement plan). If not approved, federal financial aid is ended.
- Third semester (meet SAP, follow improvement plan, or discontinuance of financial aid)
- In the event of failure to meet SAP in future semesters a student may appeal again if warranted.

In order to regain federal student aid eligibility a student must accumulate enough credits and achieve a high enough grade point average during the semester of ineligibility.

Please refer to the New York State and Federal Chart for Satisfactory Academic Progress (SAP) and Program Pursuit that follows:

For First Time Recipients in the 2010 – 2011 Academic Year

CHART - A

Student Status			Academic Progress (Federal & State)		Program Pursuit (State only)	Program Pursuit (Federal only - PACE)
Part-Time	Full-Time	Point Level	Minimum Cumulative GPA	Minimum Accumulated Credit Hours	Course Work Completed	
End Semester 2	End Semester 1	0	0	0	At least 50% of Minimum Full-Time Load	50 % of all courses attempted
		0.5	1.1	2		
		0.75	1.2	4		
		1	1.3	6		
End Semester 4	End Semester 2 1 year	1.25	1.35	8	At least 75% of Minimum Full-Time Load	67% of all courses attempted
		1.5	1.4	10		
		1.75	1.45	12		
		2	1.5	15		
End Semester 6	End Semester 3	2.25	1.6	18	100% of Minimum Full-Time Load	75 % of all courses attempted
		2.5	1.7	21		
		2.75	1.75	24		
		3	1.8	27		
End Semester 8	End Semester 4 2 nd year	3.25	1.85	30	100% of Minimum Full-Time Load	75 % of all courses attempted
		3.5	1.9	33		
		3.75	1.95	36		
		4	2	39		
End Semester 10	End Semester 5	4.25	2	42	100% of Minimum Full-Time Load	75 % of all courses attempted
		4.5	2	45		
		4.75	2	48		
		5	2	51		
End Semester 12	End Semester 6 3 years	5.25	2	53	100% of Minimum Full-Time Load	75 % of all courses attempted
		5.5	2	55		
		5.75	2	57		
		6	2	60		

For First-Time Financial Aid Recipients prior to the 2010-2011 Academic Year
Chart B

Student Status			Academic Progress		Program Pursuit	
Part-Time	Full-Time	Point Level	Minimum	Minimum	Load Completed	
			Cumulative GPA	Accumulated Credit Hours	Full-Time	Part-Time
End Semester 2	End Semester 1	0	0	0	At least 50% of	50% of all
		0.5	1	1		
		0.75	1.05	2		
		1	1.1	3		
End Semester 4	End Semester 2 1 year	1.25	1.15	4	Minimum Full-Time Load	courses attempted
		1.5	1.2	6		
		1.75	1.25	8		
		2	1.3	9		
End Semester 6	End Semester 3	2	1.35	12	At least 75% of	75% of all
		2.5	1.4	15		
		2.75	1.45	18		
		3	1.5	21		
End Semester 8	End Semester 4 2 nd year	3.25	1.55	24	Minimum Full-Time Load	Attempted
		3.5	1.6	27		
		3.75	1.65	30		
		4	2	33		
End Semester 10	End Semester 5	4.25	2	36	100% of	100% of all
		4.5	2	39		
		4.75	2	42		
		5	2	45		
End Semester 12	End Semester 6 3 years	5.25	2	49	Minimum Full-Time Load	courses attempted
		5.5	2	53		
		5.75	2	57		
		6	2	60		

