

Satisfactory Academic Progress (SAP)

Federal regulations require Trinity College of Florida to establish & monitor Standards of Academic Progress. A student MUST maintain satisfactory academic progress in a course of study regardless of whether the student previously received financial aid or transferred from another institution. To meet the standards adopted by TCF, a student must:

1. Qualitative: Minimum Cumulative Grade Point Average (CGPA) - maintaining a cumulative GPA of 2.0 OR higher. Cumulative GPA includes transfer work if applicable.
2. Quantitative: Complete a minimum of 67% of all credit hours attempted, including transfer hours
3. Quantitative: Graduate within the maximum time frame, 150% of the required hours for the student's program. Students cannot receive financial aid for more than 150% of the credit hours required to complete their degree. This includes transfer hours accepted towards the degree plus all TCF coursework.

Repeated course/s, including the original attempt, will be counted towards the completion ratio and maximum time frame requirements. See the chart below:

Degree Program	Maximum Hours Allowed for Completing Degree
Associates Degree Programs (60 credits)	90 attempted credit hours
Bachelors Degree Programs (123 credits)	184.5 attempted credit hours

SAP will be reviewed at the end of each semester/term. Only grades A through D- will be considered as credits completed. Grades of “F, W, or I” are not considered successfully completed courses, but do count towards the number of attempted credits. Students who do not meet the GPA and/or percentage completion SAP standards will be placed on financial aid warning for the next semester. Students placed on Financial Aid Warning will be able to receive aid for the warning semester.

At the end of that semester, students must either meet the standards or aid will be canceled for future terms (financial aid termination) until the student either meets the standards or the student has an appeal approved placing them on financial aid probation with an academic plan on file demonstrating the requirements for the student to get back on track towards graduation. (Note: Some Federal, State, and Institutional programs may have more stringent policies than those listed above for Satisfactory Academic Progress.) Financial aid can be reinstated upon meeting Satisfactory Academic Progress in any subsequent semester, regardless of whether or not the student filed an appeal.

Financial Aid Termination Appeals

Any student with extenuating circumstances, (i.e., death of a relative, an illness or injury of the student, etc.), who is placed on cancellation status may appeal to the Financial Aid Review Committee for reinstatement based on his/her special case.

To appeal, the student must:

- Complete the Satisfactory Academic Progress Appeal Form
- Include a detailed statement that explains the extenuating circumstances that prevented or resulted in the student not meeting the SAP standards.
- Attach documentation supporting specific circumstance(s) to the appeal form;
- The statement must include what has changed that will enable them to meet SAP guidelines in the future.
- Meet with an Academic Advisor and have the advisor complete an Academic Plan for Financial Aid;
- Submit the appeal, supporting documentation, and academic plan to the Financial Aid office within 30 days of their Financial Aid Termination Notice.

If the student had extenuating circumstances, such as a medical condition or serious illness, a learning disability, the death of an immediate family member, an involuntary call to active military duty, a documented change in conditions of employment, or other extraordinary/emergency circumstances (such as natural disasters), the student must provide legitimate documentation to support their explanation along with an appeal form. Letters from family and friends may not be considered legitimate documentation. Appeals submitted without a detailed explanation and necessary documentation may not be approved. Successfully submitting an appeal does not guarantee approval, however, not successfully submitting an appeal could lead to continued ineligibility for financial aid.

After a thorough evaluation of the written request and all supporting documentation, the Financial Aid Review Committee will notify the student of the decision by email communication.