

# Financial Aid Satisfactory Academic Progress Standards

The University of Tennessee at Chattanooga

Federal, State, and University regulations require that all financial aid recipients maintain satisfactory academic progress (SAP) toward his or her degree objective. UTC complies with this requirement by monitoring each student's cumulative grade point average (GPA), completion rate, and maximum time frame for completion of a degree. The Office of Financial Aid will review students' academic records at the end of each academic term i.e. fall, spring, and summer.

The following components address the various reasons that result in the suspension of a student's financial aid. It is imperative that a student is familiar with the information regarding SAP. Any questions should be directed to the Office of Financial Aid.

1. **No Progress / 0.0** - Students who do not earn any credit hours within an academic semester are immediately suspended from financial aid. Any combination of F, W, I, IP, NC, NP, or audit is considered no progress.

## 2. **Insufficient Progress**

The charts below illustrate the minimum number of hours a student must earn based on enrollment status. **To have financial aid reinstated, students must attend UTC during the summer term of the same academic year and make up credit hours without the receipt of financial aid.** The student must notify the financial aid office once grades have posted in order to verify the number of credit hours earned.

\*NOTE: The following grades **DO NOT** receive credit for SAP: W, NC, F, I, IP, NP or Audit

The following grades **DO** receive credit for SAP: A, B, C, D, SP, S

Courses dropped after the start of the semester **DO** count as attempted hours.

Repeated courses only count once toward minimum credits necessary to complete within an academic year.

### Undergraduate

Enrollment Status	One Semester	Two Semesters
Full time (12+ attempted hours)	10 credit hours	20 credit hours
$\frac{3}{4}$ time (9-11 attempted hours)	7 credit hours	14 credit hours
$\frac{1}{2}$ time (6-8 attempted hours)	5 credit hours	10 credit hours
< $\frac{1}{2}$ time	Complete Hours Attempted	Complete Hours Attempted

### Graduate

Enrollment Status	One Semester	Two Semesters
Full time (9+ attempted hours)	6 credit hours	12 credit hours
$\frac{1}{2}$ time (6-8 attempted hours)	6 credit hours	12 credit hours

## 3. **Maximum Time Limit (exceeding 150%)**

### Undergraduate Students:

The maximum time limitation for the completion of a first degree is limited to 150% of the program's published length. Most undergraduate programs require 128 hours, so the maximum attempted hours allowed is 192 hours (128 x 150%). The 192 hours include transfer hours and attempted hours. \*(Please note: 192 hours is an example and may vary with your major/degree)

### Graduate Students:

The maximum time limitation for graduate students will be 150% of the standards established by the Graduate Office and published in the UTC Graduate Catalog.

4. **Suspension / Dismissal** - The student has been suspended or dismissed from the University due to disciplinary actions or failure to meet the GPA requirements.

Students must maintain the following retention standards:

Hours Attempted	Cumulative GPA Required
1-23	1.0
24-39	1.5
40-55	1.8
56 and above	2.0

## **Appeal Process**

Notification is sent to students who become ineligible for financial aid funds due to unsatisfactory academic progress. This notification will be sent by email to the student's UTC account and can also be viewed by monitoring the information on the student's MocsNet account. It is the responsibility of the student to initiate an appeal before the specific deadline.

A student will be given two opportunities each semester to file an appeal for financial aid. A priority deadline is scheduled prior to the start of each semester, and the final deadline is one week (7 days) prior to the start of classes of the semester. Any appeal forms submitted after these two deadlines will be reviewed for the following academic semester.

Students with extenuating circumstances may appeal the determination that they are no longer eligible for financial aid. A Satisfactory Academic Progress (SAP) appeal form is available from the Financial Aid Office, and on UTC's Financial Aid website. **Supporting documentation or a plan of action is required before the appeal can be reviewed.**

Situations that may be considered when evaluating an appeal include, but are not limited to:

- Extenuating circumstances which prevented you from maintaining satisfactory academic progress, but which have since been resolved
- Serious illness or injury
- Death of an immediate family member
- Class cancellations

Students may view their MocsNet account for appeal results.

## **SCHOLARSHIPS**

**Hope and University Scholarships Require a Separate Appeal**

GPA requirements vary per scholarship, check with the Financial Aid Office. Scholarship recipients must complete a minimum of 24 credit hours at the end of the spring term.

***NOTE: GPA requirements vary per scholarship, check with the Financial Aid Office. UTC Scholarship recipients must complete a minimum of 24 credit hours over a two-term period. HOPE Scholarship recipient's eligibility will be reviewed every 24 attempted TELS hours. HOPE Scholarship recipients will forfeit the scholarship if enrollment changes to less than full time within a semester.***

\*Please stop by the Financial Aid Office if you have any questions regarding your scholarship eligibility.

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It is the responsibility of the student to determine when an appeal is appropriate. The University RAP Sheet will provide the student with the number of hours completed each term and grade point average attained.

**NOTIFICATION IS AVAILABLE TO STUDENTS WHO BECOME INELIGIBLE FOR FINANCIAL AID DUE TO UNSATISFACTORY ACADEMIC PROGRESS. An email will be sent directly to the Student's UTC email account and updates can be monitored on the Student's MocsNet account under the *Financial Aid Satisfactory Academic Progress* screen.**

**\*It is important that students check their MocsNet frequently for updates regarding financial aid eligibility.\***

**FINAL RESPONSIBILITY FOR ADHERANCE TO THESE GUIDELINES RESTS WITH THE STUDENT.**