



## **D'Youville College Undergraduate Satisfactory Academic Program Policy for Financial Aid from New York State**

### **D'Youville College Mission Statement:**

D'Youville College is an independent institution of higher education that offers baccalaureate and graduate programs to students of all faiths, cultures, and backgrounds.

D'Youville College honors its Catholic heritage and the spirit of St. Marguerite d'Youville by providing academic, social, spiritual, and professional development in programs that emphasize leadership and service. D'Youville teaches students to contribute to the world community by leading compassionate, productive, and responsible lives.

### **Policy Statement:**

To be eligible to receive the state Tuition Assistance Program (TAP) Award, students must be full-time (12 credit hours), matriculating New York State residents making satisfactory academic progress.

All students who have used 24 TAP points must have at least a 2.0 cumulative average and must have declared a major to maintain TAP eligibility.

### **Repeated Courses:**

Courses in which the student has already received a passing grade cannot be included in meeting full-time study requirements for state-sponsored financial aid (TAP). Repeated courses may be counted toward full-time study requirements if a student repeats a failed course, if a student repeats the course for additional credit, or when a student has received a grade that is passing at the institution but is unacceptable in a particular curriculum.

*Example #1: A student is enrolled in a nursing program where the lowest acceptable grade in a nursing course is a C; the student receives a D. The course, when repeated, may be included for purposes of determining the student's full-time or part-time status for financial aid eligibility. The student would not earn credit applicable toward the program of study for the course in which the D was received; therefore, the course, when repeated, may be counted for financial aid purposes.*

*Example #2: A student who has applied for TAP receives a D in a liberal arts elective that is accepted by the institution toward the student's baccalaureate degree in history.*

*However, the student wishes to retake the course in the hope of improving the original grade. Since the original D was acceptable to the institution and therefore credit was earned, when it is taken a second time the credit will not be earned again. In this situation, the credits for the repeated course cannot be included in the calculation of full-time status for the purpose of determining student's eligibility for a TAP award.*

**Meeting the New York State Requirement:**

New York regulations require the college to have a satisfactory academic progress policy (# of credit hours earned with at least this GPA), including program pursuit (completed number of credit hours in preceding semester), within the guidelines set by New York State. D'Youville College requires that full-time, matriculating students, who receive New York State Aid, are considered to be making New York State satisfactory academic progress for financial aid purposes if they meet the following criteria:

<i>Before being certified for this payment</i>	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	4 <sup>th</sup>	5 <sup>th</sup>	6 <sup>th</sup>	7 <sup>th</sup>	8 <sup>th</sup>	9 <sup>th</sup>	10 <sup>th</sup>
<i>A student must have this many credits</i>	0	3	9	21	33	45	60	75	90	105
<i>With at least this grade point average</i>	0	1.1	1.2	1.3	2.0	2.0	2.0	2.0	2.0	2.0

Part-time matriculating students are considered to be making New York State satisfactory academic progress for financial aid purposes if they are maintaining a cumulative GPA consistent with full-time study, based on the semester of enrollment; and if they are earning at least 50 percent of credit hours undertaken during the first year in which an award is received, 75 percent of credit hours undertaken during the second year in which an award is received, and 100 percent of credit hours undertaken thereafter.

Freshman and transfer students will be assumed to be in good academic standing and making satisfactory academic progress during their first semester of attendance.

If a student fails to meet any of these criteria, further payments of any New York State financial aid awards will be suspended until either the student has regained satisfactory academic progress or has shown evidence of the ability to successfully complete the program.

**Maximum Time Frame:**

Students are only eligible to receive 48 TAP points (or 8 full-time semesters) of TAP.

As mentioned previously, all students who have used 24 TAP points must have at least a 2.0 cumulative average and must have declared a major to maintain TAP eligibility.

**Grace Period and Loss of Title IV Aid:**

There is no grace or probationary period for New York State aid.

**One-Time Waiver:**

New York State Commissioner of Education regulations permit students to receive a one-time waiver of satisfactory academic progress requirements if a student is determined to be ineligible to receive the state award. A student may receive one waiver as an undergraduate student. The waiver is to be used only in the exceptional cases (e.g. illness, death in the family) in accordance with the TAP Waiver Policy Guidelines and Procedures as stated on the waiver application.

**Waiver of the C-Average Requirement:**

The C-average requirement may be waived for undue hardship based on:

- The death of a student's relative; or
- The student's personal illness or injury.

A waiver must be documented and must relate to circumstances that have affected the student's ability to achieve a cumulative C average as of the end of a particular semester or term.

The C-average waiver is separate from the one-time good academic standing waiver and may be granted more than once if circumstances warrant.

**Reinstatement of Good Academic Standing:**

Students who have lost good academic standing may restore this standing in one of the following ways:

1. make up past academic deficiencies by completing one or more terms of study without receiving any state grants or scholarships;
2. be readmitted to school after an absence of at least one year; or
3. transfer to another institution.

**Incomplete Grades:**

A waiver may not be granted because an incomplete (“I”) grade is received. If an incomplete is included in the number of hours required to be completed during the previous semester (see chart), the student will not be eligible to receive the state award for the subsequent semester. If the student can convert the incomplete grade into a complete grade before the start of the third week into the next semester, the grade and credit hours will be counted in determining the student’s academic progress. If the student does not convert the incomplete grade before the start of the third week into the next semester, the student is not making satisfactory progress (even if the student turns in the incomplete at some point after the start of the third week during that next semester).