



Registrar Office

Phone: (315) 684-6066

Fax: (315) 684-6421

TO: TAP Ineligible Student

FROM: Registrar Office

Our records indicate that you failed to meet the requirements for satisfactory academic progress for the Tuition Assistance Program (TAP). (Refer to the section of Satisfactory Academic Progress on the following page.) As a result, **you will not be eligible for any TAP award for the following two semesters.**

Please refer to the attached information concerning the possible waiver of your ineligibility. If you feel you may qualify for the waiver, please complete the attached form and forward it to **Marian Whitney, Registrar, 3rd Floor, Whipple Administration Building**. Fall waiver requests must be received no later than September 30, 2011, or three weeks from the receipt of this letter to be considered. Spring waiver requests must be received no later than February 28, 2012, or three weeks from the receipts of this letter to be considered.

You only need to complete the attached form if you plan on returning to Morrisville State College and want to be considered for the New York State TAP award.

If you have any questions, please feel free to contact this office.

Attachment

Eligibility For State Financial Aid Programs

The Board of Regents approved and the State Education Department issued regulations controlling academic eligibility for student financial assistance. The regulations, which became effective in the Fall term 1981, require full-time students receiving financial assistance to complete a minimum number of semester hours or credits to graduate with an associate's degree within a maximum of six semesters of aid. These regulations apply only to full-time students receiving financial assistance; other students may study at their own rate and complete their degrees according to the institution's regular academic standards.

All students receiving financial aid from any of the federal or state financial aid programs must maintain good academic standing. To be in good academic standing a student must be making satisfactory academic progress toward a degree and must be pursuing an approved program of study.

Satisfactory Academic Progress

The chart below describes the progress that must be made by a student in order to meet this section of the good academic standing requirements. To illustrate this part, note on the chart that a student must have completed 9 semester hours during the 3rd term of award, accumulate 27 hours and have a 1.8 cumulative grade point average to remain eligible for financial aid for the fourth semester. This simply means that completion of only 8 semester hours or attaining a 1.1 grade point average would not qualify the student to receive financial aid for the following semester. Generally, a student who is maintaining at least a 2.0 grade point average and meets the pursuit of program requirements will have maintained satisfactory academic progress.

For All Students in an Associate's Degree Program (enrolled 2010 and after)									
AT THE END OF THIS TERM OF AWARD	1 st	2 nd	3 rd	4 th	5 th	6 th	7 th	8 th	9 th
Credit hours completed with a grade of A through F	6	6	9	9	12	12	12	12	12
You must have accumulated this many credit hours toward graduation	6	15	27	39	51	66	81	96	111
With at least this cumulative grade point average	1.3	1.5	1.8	2.0	2.0	2.0	2.0	2.0	2.0

For All Students in an Associate's Degree Program (enrolled prior to fall 2010)									
AT THE END OF THIS TERM OF AWARD	1 st	2 nd	3 rd	4 th	5 th	6 th	7 th	8 th	9 th
Credit hours completed with a grade of A through F	6	6	9	9	12	12	12	12	12
You must have accumulated this many credit hours toward graduation	3	9	18	30	45	60	75	90	105
With at least this cumulative grade point average	.5	.75	1.3	2.0	2.0	2.0	2.0	2.0	2.0

Students in a Bachelor's Degree Program (enrolled fall 2010 and after)									
AT THE END OF THIS TERM OF AWARD	1 st	2 nd	3 rd	4 th	5 th	6 th	7 th	8 th	9 th
Credit hours completed with a grade of A through F	6	6	9	9	12	12	12	12	12
You must have accumulated this many credit hours toward graduation	6	15	27	39	51	66	81	96	111
with at least this cumulative grade point average	1.5	1.8	1.8	2.0	2.0	2.0	2.0	2.0	2.0

Students in a Bachelor's Degree Program (enrolled prior to fall 2010)									
AT THE END OF THIS TERM OF AWARD	1 st	2 nd	3 rd	4 th	5 th	6 th	7 th	8 th	9 th
Credit hours completed with a grade of A through F	6	6	9	9	12	12	12	12	12
You must have accumulated this many credit hours toward graduation	3	9	18	30	45	60	75	90	105
with at least this cumulative grade point average	1.1	1.2	1.3	2.0	2.0	2.0	2.0	2.0	2.0

Program Pursuit

A student must complete with a grade of A through F a minimum number of credit hours each semester as follows:

1. During the first year the student must complete six hours each semester.
2. During the second year the student must complete nine hours each semester.
3. During the third and fourth years the student must complete twelve hours each semester.

If a student does not complete the minimum number of hours in a semester, the student will not be eligible for financial aid. Remember, any courses that are dropped do not count when determining program pursuit. In order to be in good academic standing both satisfactory academic progress and program pursuit must be maintained. If a student fails to meet the minimum requirements, a one-time waiver can be granted provided the student can demonstrate that extraordinary circumstances warrant its use.

Waivers

The standards of satisfactory academic progress are absolute except waived in accordance with the college's procedure. The provisions of the Commissioner's regulations allow the waiver of the standards no more than once for an undergraduate student and once for a graduate student. However, the institution must certify, and maintain documentation that such waiver is in the best interest of the student. The single waiver may be used if the student fails to pursue, fails to make progress, or fails to meet both of these elements of good standing. If a student receives a waiver of pursuit or a waiver of progress, he/she cannot receive another waiver at a later date. A clear, accurate, and complete record should be maintained when a waiver is granted.

Appropriate institutional official(s) must discuss with the student the granting of a waiver before any waiver is actually

granted. The use of the waiver may have the effect of extending a student's schedule of progress by one term. Use of the waiver is an important option to the student, and should only occur in the student's best interest and with the student's concurrence.

The waiver position does not exist to provide one additional term of eligibility for all students who fail to meet pursuit or progress requirements will not be granted the waiver and hence will not receive any further financial aid awards until they have regained good academic standing. The waiver should be used only in exceptional cases.

To assure that the provisions for granting a waiver are met, the college should limit the authority to grant the waivers to specifically designated officials. The person, or persons, authorized to confer the waiver will be responsible for assuring adherence to the requirements in the regulations and the principles in the guidelines. Such official should consult, as needed, with the student, his advisor, his teachers, and other parties. However, the financial decision to confer or not confer the waiver rests with the official.

Waiver Procedures

In granting the one-time waiver the following principles should be kept in mind:

1. The waiver is not automatic.
2. The waiver is intended only to accommodate extraordinary or unusual cases.
3. The waiver process should include an assessment of the reasons for a student's failure to meet requirements.
4. The waiver should be granted only when there is a reasonable expectation that the student will meet future requirements.
5. The waiver can be used only in accordance with clearly established procedures.
6. A written record of the findings and determination of each case must be maintained.

In order to be considered for a waiver the student must meet one of the following criteria. The student must have been prevented from maintaining good academic standing because:

1. of a documented illness of the student which limited attendance;
2. a death in the immediate family which may have affected educational progress;
3. initiation of a change in curriculum (to include a discussion with the academic advisor, department chair or division chair) prior to the loss of good academic standing;
4. personal problems, i.e. family relations, alcohol or drug problems if the student is currently in a treatment program, etc.;
5. unusual circumstances that in the opinion of the interviewer adversely affected the student's academic performance over which the student had little control.

In all cases the burden of proof lies with the student and written documentation (i.e. doctor's statements, or letters from disinterested third parties) must be provided to support the student's application.

The student will be notified of the decision by the Registrar Office.



Fall 20____ /Spring 20____

TAP Ineligible Waiver Form New York State Financial Assistance

To be Completed By the Student:

Name _____ M# _____

Home Address

(Street)

(City)

(Zip Code)

Home Telephone No. with Area Code __ (____) _____

School Address and Telephone No. _____

Circumstances leading to request of Waiver

(Documentation from Doctor, counselor, teacher, etc. must accompany this form):

I understand this is the ONLY semester for which I may exercise this Waiver in any undergraduate program. I also recognize that at the end of the above named semester, I must meet the requirements necessary for academic progress and pursuit of program before I am eligible to receive additional payments of New York State student financial assistance. I will meet with representatives of Academic Advising or the Dean's Office and Student Financial Aid to discuss the feasibility of this request.

Student Signature

Date

