

TCI 2003/2004 Catalog Addendum

Distributed by: Debra Bouabidi
V.P. for Student Financial Services
Date: September 8, 2003

Please be advised that there are changes to the Satisfactory Academic Progress Standards for the New York State TAP program that were made effective August 2003. Changes to the standards are noted in ***BOLD italic type***.

Standards for TAP Satisfactory Academic Progress and Pursuit of Program

1. At the conclusion of each semester, TCI reviews all grades to determine if recipients of TAP awards are making satisfactory academic progress. To remain in good standing for TAP purposes, a student must achieve a certain grade point average (GPA) before being certified for the next semester's TAP payment (see chart in #3). Loss of good standing due to poor grades results in a loss of TAP for the next semester, unless the student is eligible to receive a one-time waiver for extenuating circumstances (see waiver conditions below).
2. In addition to academic achievement, TAP award recipients must demonstrate pursuit of program effort and complete a reasonable number of credits each semester to remain eligible for TAP:
 - a. *In the semesters related to the first two payments, a student must complete at least 6 credits and/or hours. All grades except WU, WO, WP and WF are considered completions for this purpose. Failure to complete the 6 credits and/or hours removes TAP eligibility for the next semester, unless the student uses the one-time waiver for extenuating circumstances (see waiver conditions below).*

b. In the semesters related to the third and fourth payments, a student must complete at least 9 credits and/or hours. In the semesters related to the fifth and sixth payments, a student must complete at least 12 credits and/or hours.

c. If a student withdraws from all classes during a semester, TAP eligibility is lost for the following semester unless the student is eligible for the one-time waiver due to extenuating circumstances (see waiver conditions below). The student can restore eligibility by using the one-time waiver or by remaining out of school for one calendar year.

3. In addition to completing a minimum number or credits each semester, a student must demonstrate achievement over the length of the program according to the following chart:

Before being certified for this payment	1	2	3	4	5	6	7
A student must have accrued at least this many semester credits	0	3	9	21	33	45	N/E
With this GPA	0	.5	1.0	1.3	2.0	2.0	N/E

4. A student must have a minimum GPA of 2.0 after receiving two academic years (i.e. 24 points) of TAP in order to maintain eligibility. TAP points used at institutions other than TCI count toward the 24 points. Thus, a student who has used TAP at another school may reach the 2.0 GPA standard earlier than a new TCI student who has not previously received TAP at any other school.

5. For students who have TAP points that fall between payment levels, TCI uses an enhanced TAP SAP Chart. This chart incorporates the chart above, and also prorates accrued credits and GPA's for point levels up to 34. The chart allows TCI to judge SAP in a fair and equitable manner for all student who have taken a combination of quarter and semester classes. The chart is available in the Office of Student Affairs, Room 155.

Waiver of Pursuit of Progress Standards

If it can be documented that the loss of good academic standing for TAP purposes was a function of extenuating circumstances beyond the control of the student (such as illness, death of an immediate family member, fire, etc.), is unlikely to reoccur, and that the student was otherwise progressing in the program, he/she may appeal to a Student Affairs counselor for a one-time waiver of pursuit and progress standards. All circumstances must be fully documented. A student is allowed to use this waiver for extenuating circumstances one time only.

Waiver of 2.0 "C" Average Standard

If it can be documented that the loss of TAP due to the C average standard was a function of extenuating circumstances beyond the control of the student (such as illness, death of an immediate family member, fire, etc.) and is unlikely to reoccur, the student may appeal to a Student Affairs counselor for a waiver of this standard. All circumstances must be fully documented. New York State does not prohibit the use of this type of waiver on more than one occasion.