

FINANCIAL AID ELIGIBILITY GUIDE FOR ACADEMIC ADVISORS

Most SUNY Geneseo students receive some form of financial aid from federal and/or state programs. Students' academic decisions may impact their eligibility for certain financial aid. While we are providing this information, we still encourage you to reach out to our office and/or refer students to discuss their aid eligibility based on their academic plans.

TYPES OF FINANCIAL AID & REQUIRED ENROLLMENT LEVELS

The type of financial aid the student receives determines the impact on the semester bill.

Types of Aid	Minimum Degree-applicable Credits per Semester	Impact on aid, if less than minimum degree-applicable credits
Federal Pell Grant	1 to 12+ credits	Amount prorated or canceled*
Federal Work- Study	6+ credits	Amount canceled
Federal Direct Loans	6+ credits	Amount may be prorated
Private Student Loans	Varies by lender	Varies by lender
Federal TEACH Grant	3 to 12+ Credits	Amount prorated
NYS TAP Grant/ SUNY Tuition Credit	12+ credits	Amount canceled**
NYS Excelsior Scholarship	12+ credits (30 credits/year required)	Amount canceled**
NYS Part-time TAP	3 to 11 credits	Must meet specific guidelines

The student has access to their financial aid information via KnightWeb, if they are unsure of the type of aid they receive. Please refer them to the Office of Financial Aid, if the student is unable to access this information, 585-245-5731 or financialaid@geneseo.edu.

* For the federal Pell grant, enrollment is “frozen” one week after the last day of drop and add for the semester. After the “freeze” date, the Office of Financial Aid is precluded from changing enrollment for the term, regardless of an increase or decrease in enrollment.

** For exceptions to this rule, please see the “Special Conditions within NYS Grant Programs” section.

STUDENTS ON TRACK: DEGREE-APPLICABLE COURSEWORK

The Students on Track (SOT) process identifies degree-applicable (aka aid-eligible) coursework during advance registration, open registration, and drop/add, which allows students to determine if changes to their planned semester are necessary. Students will be notified of their SOT results via email within a few hours of registering for the upcoming term. Examples of these letters are provided at the end of this guide.

Degree-applicable coursework includes requirements for the student’s primary major, general education, or elective credits. Student can identify the specific course or courses that are not degree-applicable on KnightWeb.

To check their SOT results, the student should go to the Financial Aid or Student sections in KnightWeb and select the menu item “Compliance Results.”

In Degree Works, the “What If History” section houses the audit created by SOT. The student should look for the Audit ID that matches the one from KnightWeb’s Compliance Results. For financial aid purposes, the requirements listed in *this* audit are required for their bachelor’s degree program.

REPEAT COURSEWORK

When a student needs to re-take a course, this chart shows when the course is an “allowable repeat.” An allowable repeat means it is considered degree-applicable for financial aid purposes.

Condition	New York State Aid	Federal Aid
Previously Passed Course*, but higher grade required by major	Allowable Repeat/ Aid Eligible	Allowable Repeat/ Aid Eligible
Previously Passed Course*, but a higher grade is not required	Not Allowable Repeat/ Not Aid Eligible	One-time Repeat Allowed/ Aid Eligible
Failed course, required by degree program (major, general education or available elective)	Allowable Repeat/ Aid Eligible	Allowable Repeat/ Aid Eligible
Failed course, not required by degree-program (major, general education or available elective)	Not Allowable Repeat/ Not Aid Eligible	Not Allowable Repeat/ Not Aid Eligible

If a student would like to retake a previously passed or failed course that is not required by the primary major, it is not considered degree-applicable for financial aid. To maintain full-time financial aid eligibility, the student may take the repeat in addition to 12 credits of degree-applicable coursework.

*Courses accepted as transfer credit (AP or other college credit) are considered passing and not repeatable coursework.

SPECIAL CONDITIONS WITHIN NYS GRANT PROGRAMS

The Office of Financial Aid will manually review students for the following special conditions to ensure their aid-eligible coursework is accurately counted.

NYS TAP

Students in their final term, only one class to be degree-applicable in their primary major, general education, or elective credits. However, the student must still be in at least 12 credits of coursework.

For some students, a part-time TAP award may be possible. Please refer the student to the Office of Student Accounts, 585-245-5621 to ask about eligibility.

NYS EXCELSIOR SCHOLARSHIP

Students in their final two terms prior to graduation need to enroll in 12 credits each term but do not have to meet the 30 credits per year requirement. For the final term, only one class needs to be in their program(s) of study. For the term prior to the final term, only six credits need to be degree-applicable.

The Excelsior program allows for second major requirements to be considered aid-eligible. As a result, students with a second major should be eligible for the scholarship in a semester where they may not be eligible for any other aid.

NYS STEM SCHOLARSHIP

Students in their final term of study must be enrolled in 12 credits, however none of the courses are required to be aid applicable.

SPECIAL SESSIONS (SUMMER AND INTERSESSION)

SUMMER SESSIONS

Financial aid is available to Geneseo students for summer courses in most situations. The student must apply using our online application, go.geneseo.edu/SummerAid, by April 1st of each year.

Please see the chart in the “Types of Financial Aid and Enrollment Levels” section for details. The same enrollment rules apply to summer coursework as they do to the standard semesters, fall and spring.

WINTER INTERSESSION

The winter intercession is not considered a true term for financial aid; therefore, a student will not receive financial aid specifically for this time period. However, for federal student aid purposes only, the registration in winter and spring may be combined to determine aid eligibility for the spring.

MISCELLANEOUS CONSIDERATIONS

STUDY ABROAD/STUDY AWAY

Courses that are taken abroad must satisfy degree requirements, to maintain eligibility for state and federal aid. Therefore, it is critical to ensure that the courses taken abroad or through a study-away trip are degree applicable and will transfer back to Geneseo.

Course Approvals must be submitted and approved prior to the student's departure. Transcripts will be evaluated upon return. If coursework is not degree applicable, state and/or federal aid may be adjusted.

COURSE WAIVERS/EXCEPTIONS/SUBSTITUTIONS

Approved course deviations (substitutions/waivers) that satisfy degree requirements are eligible for NYS and federal aid programs if the deviation is an appropriate substitution and there is no other path that would allow the student to graduate. It will be critical for financial aid recipients to have documentation of an approved waiver by the end of drop/add.

DIRECTED STUDY/INTERNSHIPS

Directed Study and Internship courses are a popular way for students to fulfill requirements within their major and/or electives. It will be critical for financial aid recipients to be registered for these courses by the end of drop/add, at the latest.

If the internship or directed study is being waived/substituted for a major requirement, Financial Aid will need to know this information as well. Directed study being used as minor or second major requirements is allowable, if it fits within the available elective credits.

LEAVE OF ABSENCE AND WITHDRAWAL FROM COLLEGE

Depending on the last date of attendance, the student may have financial consequences for taking a leave or withdrawing from the college. The student should contact the Office of Student Accounts, 585-245-5621 or stop by Erwin 103, for refund schedules and deadlines. Financial aid eligibility may need to be recalculated based on the date of last attendance as well.

For federal and state aid, a leave of absence is the same as withdrawing from the college. Federal student loan borrowers may be responsible for payments to their lender during the time they are away from campus. Also, a student may need to appeal for financial aid reinstatement, if they were not meeting Satisfactory Academic Progress for state and/or federal aid prior to leaving the college.

INDIVIDUAL COURSE WITHDRAWAL

Withdrawing from a course can have a big impact and/or no impact on a student. Generally, if the student is still taking above 12 credit hours after the withdrawal it is not going to have a significant impact on their current financial aid eligibility. However, if the student is withdrawing from a course and it drops them below 12 credit hours, it may result in a loss of state or federal eligibility. Also, the withdrawal may not result in a change in financial aid for the current semester, but a future semester may be impacted by this decision.

The student should stop by or call Financial Aid to speak with someone about their situation. We will review their aid and determine what impact, if any, will occur. It is best if the student waits to talk to us before making any official withdrawals from a course.

SATISFACTORY ACADEMIC PROGRESS (SAP)

Students are responsible for maintaining satisfactory academic progress toward their degree for both federal and state financial aid. While SOT checks for degree-applicability of coursework at the start of the semester, SAP is reviewed at the end of each semester for state aid and at the end of the spring semester for federal aid. This section discusses the basic guidelines for this review. For more detail, please visit our website, www.geneseo.edu/financial_aid/maintaining-eligibility.

REQUIREMENTS FOR NYS AID

NYS TAP Grant, SUNY Tuition Credit, NYS Merit Scholarships

Compliance reviews for state aid are done at the end of each semester. Students must be in good Academic Standing to receive state financial assistance. The chart below indicates the minimum credit and GPA requirements to be considered in good academic standing by New York State.

Please note that NYS's definition of good academic standing is not the same as SUNY Geneseo's academic policies or the academic requirements to receive federal aid. Specifically, one difference is the definition of allowable repeat courses. More information is provided in the Repeat Coursework section.

NYS STANDARDS FOR TAP RECIPIENTS 2010 AND BEYOND

End of Semester	1	2	3	4	5	6	7	8
Required Semester Hrs. of Graded Credits (Non-W's)	6	6	9	9	12	12	12	12
Required Minimum Cumulative Hrs. Earned	6	15	27	39	51	66	81	96
Minimum Cumulative GPA	1.5	1.8	1.8	2.0	2.0	2.0	2.0	2.0

NYS STANDARDS FOR STUDENTS IN THE EDUCATIONAL OPPORTUNITY PROGRAM (EOP)

End of Semester	1	2	3	4	5	6	7	8	9/10
Required Semester Hrs. of Graded Credits (Non-W's)	6	6	9	9	12	12	12	12	12
Required Minimum Cumulative Hrs. Earned	3	9	21	33	45	60	75	90	105
Minimum Cumulative GPA	1.2	1.2	1.3	2.0	2.0	2.0	2.0	2.0	2.0

MAXIMUM TAP ELIGIBILITY

Undergraduate students may receive up to 8 semesters from NYS TAP Grant (and SUNY Tuition Credit). Undergraduates in a NYS-designated 5-year program or EOP program may receive up to 10 semesters (60 points) of NYS TAP Grant. Regulations do not allow students to appeal for additional TAP eligibility if they have reached the maximum semesters.

APPEALS FOR REINSTATEMENT OF STATE ELIGIBILITY

Students who lose their eligibility for NYS financial aid for failing to meet the standards listed above may appeal to have their State financial aid eligibility reinstated. If approved, state aid will be reinstated. Such a waiver can be granted only one time in a student's undergraduate academic career.

In order to apply for an appeal, the student must demonstrate that an unusual/extenuating circumstance existed while the student was enrolled at SUNY Geneseo and had affected their academic performance; that the circumstance is now resolved or no longer exists; and provide documentation of the situation.

REQUIREMENTS FOR FEDERAL AID

Direct Loans, Pell Grant, SEOG, Perkins Loan, TEACH, College Work-Study

Compliance with federal standards is reviewed at the end of *each academic year*. Please note that the federal definition of SAP is not the same as SUNY Geneseo's academic policies or academic standards for state aid.

MEASURES OF ELIGIBILITY

Cumulative Grade Point Average (GPA): Students must earn a 2.0 cumulative GPA.

Completion Rate/PACE: Students must earn 67% of all attempted credits. Transfer, withdrawals, and repeats are included in the calculation of attempted credits.

Maximum Time Frame: Students must complete his/her degree within 150% of the credits required for the degree. For example, 120 credits required X 150% = 180 maximum credits attempted. Again, transfer, withdrawals, and repeated courses are included in the calculation of attempted credits. *Student who have reached maximum time frame may not appeal.*

APPEALS FOR REINSTATEMENT OF FEDERAL ELIGIBILITY

A student's SAP status may be reevaluated if additional credits are earned through a course grade change or the student may submit an appeal for reconsideration based on **extenuating circumstances**. Conditions for appeal may include personal injury or illness; death of a relative; or other extenuating circumstances beyond the control of the student.

OFFICE OF FINANCIAL AID

We appreciate your service to the students and any assistance you can provide. Please feel free to contact Financial Aid and/or refer a student.

Erwin Hall, Room 104 Hours: Monday thru Friday 8:00am to 4:15pm

Phone: 585-245-5731 Email: financialaid@geneseo.edu

SAMPLE STUDENTS ON TRACK EMAIL TO AID RECIPIENTS

Dear Sally:

For federal and state financial aid purposes, students may only receive funds for degree-eligible coursework. Courses within your first major, general education, and/or elective requirements, to a minimum of 120 total credit hours, are considered degree-applicable.

Based on a review of your fall registration, you are enrolled in [#] total credits. Of those credits:

[#] credits would be eligible for state financial aid.

[#] credits would be eligible for federal aid.

If you are registered for at least 12 degree-eligible credits, then you have met the conditions to receive full financial aid.

Review the details:

[KnightWeb](#): Select “Compliance Results” under the Financial Aid or Student sections to view the courses that are eligible or ineligible for aid.

[Degree Works](#): Select the “What If History” audit from the menu on the left. Look for the Audit ID [Audit ID] that matches the one from KnightWeb’s Compliance Results. For financial aid purposes, the requirements listed in *this* audit are required for your primary bachelor’s degree program.

Potential Aid Adjustments:

[NYS Grant Programs](#) require you to be enrolled in 12 degree-applicable credits, unless you are in your final semester. Grants include TAP, STEM, Excelsior, AIMS, and Merit.

[Federal Pell Grant](#) will be prorated and/or canceled based on the number of degree-applicable credits.

[Federal Direct Loans](#) require you to be enrolled in at least 6 degree-applicable credits.

Consider Your Options and Take Action, if needed:

1. Register for a different course that is required for your primary major or general education.
2. Keep your registration as is. Your aid will be adjusted based on your enrollment in degree-applicable coursework, if necessary. Please note, your bill will reflect the *total* registered number of credits.
3. Work with your academic advisor or the Dean of Academic Planning & Advisement Office, if you are working on a waiver, registering for an internship, changing your major or changing your academic plan. Any necessary [requests](#) or waivers must be filed by the end of the semester Drop/Add deadline.

Any changes to your registration must be processed by the Drop/Add deadline.

We strongly encourage you to use KnightWeb and Degree Works to determine what courses are aid-eligible. In addition, please read through the Students on Track webpage at go.geneseo.edu/StudentsOnTrack. Contact the Office of Financial Aid if you are registered for a course that you believe should be eligible, have any questions, or would like to discuss your results with a financial aid staff member.

SAMPLE STUDENTS ON TRACK EMAIL TO NON-AID RECIPIENTS

Dear Tara:

For federal and state financial aid purposes, students may only receive funds for degree-applicable coursework. Courses within your first major, general education, and/or elective requirements, to a minimum of 120 total credit hours, are considered degree-applicable.

No action is necessary if you do not plan to apply for federal or state financial aid, including grants, work-study or federal loans.

Based on a review of your [fall/spring] registration, you are enrolled in [#] total credits. Of those credits:

[#] credits would be eligible for state financial aid.

[#] credits would be eligible for federal aid.

Where to go for more details:

Students on Track webpage: go.geneseo.edu/StudentsOnTrack.

KnightWeb: Select “Compliance Results” under the Financial Aid or Student sections to view the courses that are eligible or ineligible for aid.

Degree Works: Select the “What If History” audit from the menu on the left. Look for the Audit ID [Audit ID] that matches the one from KnightWeb’s Compliance Results. For financial aid purposes, the requirements listed in *this* audit are required for your primary bachelor’s degree program only.

Contact the Office of Financial Aid if you have any questions, 585-245-5731 or financialaid@geneseo.edu.