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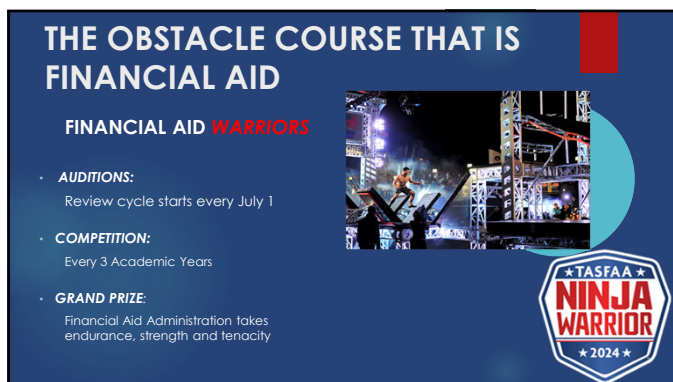
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## #9 TRANSCRIPTS


**Transcripts are required to determine continuous eligibility**

- \* Transfer credits from other institutions
- \* Consortium agreements
- \* Study abroad

**Dual Enrollment Students:**

- \* Official or Unofficial transcripts may be accepted

Note: If your institutional policy requires transcripts to determine initial eligibility, you must follow that policy.



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## #8 APPEALS

- \* **Institutional Review Panel (IRP) Members**
  - Campus staff who do not engage in awarding or revoking the state program awards
  - An odd number of committee members is recommended
- \* **What should be included in a student's appeal?**
  - A statement of events regarding the circumstance that caused the loss of eligibility
  - Supporting documentation
  - Copies of the approval or denial letters (denial letters must include information regarding appealing to TSAC)
  - Detailed record-keeping for the appeals and an appeal log
- \* **What circumstances can be appealed?**
  - Illness of the student, pregnancy, illness or death of student's immediate family member, extreme financial hardship, fulfillment of a religious commitment, military or other extraordinary circumstances beyond the student's control



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## #7 GIFT AID FOR PROMISE & RECONNECT

- \* **What is gift aid?**
  - ▶ Federal Pell Grant
  - ▶ TSAA Grant
  - ▶ All programs funded through Lottery
  - ▶ Fee waivers and tuition discounts



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## #6 ADJUSTMENTS

Items to remember when adjusting grant and scholarship payments:

- \* If reducing aid in situations such as an overaward, there are Federal rules as well as State recommendations for the order of aid reduction
- \* Last dollar awards (TNP, TNR, Foster Child Tuition Grant, Dependent Children Scholarship) must be reviewed any time other aid is added or adjusted
- \* Reconcile on a dollar for dollar, student by student basis to ensure adjustments are not required




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## #5 Enrollment Status Cancellation

- \* **Change of Enrollment Status for HOPE:**
  - When students change from full-time (12+ hours) to less than full-time (11 hours or less) OR part-time (6-11 hours) to less than part-time (0-5 hours) within the same semester
- \* **Change of Enrollment Status for TN Promise and TN Reconnect:**
  - TN Promise: When students drop below 12 credit hours
  - TN Reconnect: When students drop below 6 credit hours
- \* **Noncontinuous Enrollment**
  - Occurs when a student does not attend each Fall and Spring
  - Required for HOPE, TN Promise, and TN Reconnect
- \* **Changes of enrollment status and leaves of absence cause a permanent loss of aid unless an appeal or leave of absence request is submitted, documented and approved.**




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## #4 TSAA – PROGRAM LENGTH

### \* Updating Program Length in FAST

- A student's program length must be updated in FAST when the program is less than the institutional designation in the FAST School Profile.
- For example, if the institution is designated as a 4-year but a student is enrolled in a 2-year program or a 12-month certification program, you must update the Grant Record in FAST to reflect the student's correct program length.
- Failure to update the record in FAST can result in a lifetime TSAA over-award.




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### #3 VERIFYING TN RESIDENCY

- \* **What is required?**  
Recipients of state awards must be TN residents as defined by the Tennessee Board of Regents residency policy
  - ▶ Conflicting information must be resolved prior to awarding State funds
  - ▶ This applies to non-TBR schools as well!
- \* **How does a non-TBR school implement this policy?**  
A residency flow chart and appeal guide are available at:
  - ▶ FAST → Help → Resources → Residency



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### #2 TELS GPA CALCULATION

- \* **What is included in the TELS GPA and Attempted Hours?**  
ALL postsecondary coursework a student takes after high school graduation  
ALL repeat coursework unless the student has requested a one-time repeat provision
- \* **What is excluded in the TELS GPA and Attempted Hours?**  
Any courses taken prior to high school graduation
- \* **Is there a resource to help calculate the TELS GPA and Attempted Hours?**  
YES! FAST → Help → Resources → TELS
- \* **Be careful when reporting the TELS GPA and Attempted Hours in FAST.** Often, errors occur when manually reporting this information. Having a place in your system where this information is housed is crucial for record keeping purposes and accuracy in reporting!



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### #1 CPOS

- \* **Course Program of Study (CPOS)**
  - Schools must have a documented method to measure CPOS
  - State programs will only pay for courses required for the student's program of study
    - CPOS also applies to Federal programs such as the Pell Grant and student loans
  - FAQ in FAST → Help → Resources → FAQs



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**BONUS FINDINGS!**

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**BONUS FINDINGS**

- \* The Ned McWherter Scholarship institutional match cannot include a work obligation for the student
- \* TELS Students who are not enrolled for the summer term should not be certified
- \* Dual Enrollment Fees – make sure to check FAST → Help → Award Rules/Charts for the current DEG Award amounts chart

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**BONUS FINDINGS**

- \* TNP students may attend less than full time IF they meet criteria listed in the TNP P&P manual section 7: Attendance Requirements
- \* Other programs such as HOPE, TNR, Ned McWherter, and Dependent Children also allow extenuating scenarios for lesser enrollment statuses
- \* TNP and TNR students must be enrolled in an Associate's degree program

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## HOW TO HANG ON DURING A PROGRAM REVIEW

1. Who needs to know we are coming?
2. Provide all requested items by the deadline
3. Make sure the team can get to your office, has access to parking, and is aware of your office hours
4. Provide a quiet, clean office space with access to your data system on **DAY 1**
5. Introduce your team and let us know who will be our main point of contact for the duration of the review




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## HOW TO HANG ON DURING A PROGRAM REVIEW

6. Be available and responsive
7. Understand the value and importance of our time with you!  
**Breathe and know this is an opportunity to learn and grow!**




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## HOW CAN WE BETTER SERVE YOU?

- ★ Share feedback and ideas
  - ★ A.S.K. questions
  - ★ Enhanced Resources
- ★ Institutional Compliance Specialists



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**DON'T BE A LONE WARRIOR....  
A.S.K. QUESTIONS**

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