Students who receive the Tuition Equalization Grant (TEG) must be making satisfactory academic progress in their course of study to remain eligible for future disbursements of TEG funds. Student progress for TEG is reviewed annually, in May, for the most recent academic year. To be eligible for TEG, a student must also be meeting federal satisfactory academic progress (SAP) guidelines. If a student is placed on federal financial aid SAP suspension during the academic year, he/she will also automatically be on immediate TEG Suspension.

**UNDERGRADUATE STUDENTS**

**Initial**
At the end of an undergraduate student’s initial (first) academic year to receive TEG, the student must maintain a cumulative grade point average of 2.0 and successfully complete 66.67% of all course work attempted. Students who fail to meet these standards are placed on financial aid “Warning” for one semester and may still be eligible to receive federal and state aid. This policy follows the federal SAP requirements, which is applicable to the student during his initial TEG and first-renewal TEG award years.

**Renewal**
At the end of an undergraduate student’s second year to receive a TEG Grant, the student must have a cumulative Grade point average of 2.50, must have successfully completed a minimum of 24 hours, and must have successfully completed at least 75% of the coursework attempted during that academic year. A student who fails to meet these standards is not eligible to receive a TEG Grant until such standards are met.

**Maximum Time Frame**
Students in a four year undergraduate program cease to be eligible for the TEG after 5 consecutive years from the initial award year.

Students in a undergraduate program of more than four years cease to be eligible for the TEG Grant after six consecutive years from the initial award year.

**For students who received their initial TEG before September 1, 2005 they do not have a maximum time frame, required only half-time enrollment, and were not required to complete 75%.**

**GRADUATE STUDENTS**

**Initial**
If a graduate (Master’s) student is receiving TEG for the very first time, at the end of the academic year the student must maintain a minimum cumulative grade point average of 3.0 and successfully complete at least 67 percent of all coursework attempted.

**Renewal**
At the end of a graduate student’s second year to receive an undergraduate or graduate TEG, the student must maintain a cumulative grade point average of 3.0, must successfully complete 18 hours of enrollment, and successfully complete at least 75% of coursework attempted during that academic year.

**Maximum Time Frame**
There is no maximum time frame for graduate students as long as they meet the other TEG eligibility requirements.
Re-establishing Eligibility

**Hardship Provisions**
(For students awarded an initial TEG on or after 2005)

**Enrollment less than fulltime:**
1. An undergraduate student’s need to complete fewer than 12 hours in a given term in order to complete a degree, in which case the award amount should be prorated per the proration chart.
2. A graduate student’s need to complete fewer than 9 hours in a given term in order to complete a degree, in which case the award amounts should be prorated per the proration chart.
3. A student who has a severe illness in which a doctor determines that the student should not enroll full-time. Documentation from a physician must be provided.
4. A student who has unusual care requirements for a dependent. (Example, a student now has to care for a mother recovering from major surgery and must limit enrollment).

**GPA, hours completed, or percent completed:**
1. A student who has failed to meet the SAP requirements due to a severe illness or other debilitating condition that may affect the student’s performance may submit an appeal for review. Documentation from a doctor must accompany the appeal.
2. A student who has failed to meet the SAP requirements who is responsible for the care of a sick, injured, or needy person and the provision of care is affecting the student’s performance. Documentation of the unusual circumstance must be submitted to the Financial Aid Office for review.

**Maximum Eligibility Time Frame:**
An undergraduate student who received their initial TEG after September 1, 2005 may submit an appeal to the maximum time frame if the student has documented mitigating circumstances beyond their control why they could not complete their undergraduate degree within the five or six year time frame. Appeals along with documentations must be submitted to the Office of Financial Aid.

**Reinstate of TEG Eligibility**

1. A student who fails to earn the required number of credit hours at the annual review at the end of the academic year may make up the hours in the summer at DBU. The student may also make up the hours in the summer at another accredited university provided that the credit hours will transfer to DBU. Student needs to check with the Registrar’s Office to be sure they will transfer in. The student must submit the SAP Appeal form once the credit is showing in the Registrar’s Office. If the student now meets SAP they can be considered for TEG for the upcoming academic year.
2. If a student fails to earn the required number of credit hours at the annual review and does not make up the hours during the summer, the student will not be eligible the next academic year. If the student makes up the hours with a TEG during the next academic year the student can submit a TEG SAP appeal to be reviewed for the following academic year.
3. A renewal student who fails to earn the required CGPA (2.5 ug and 3.0 grad) during the review at the end of the academic year might possibly raise the GPA by taking summer classes at DBU. If the student’s cumulative GPA reaches the required level at the end of summer the student may submit a TEG SAP Appeal Form for review. Courses taken at other universities cannot be used to raise the GPA.