

## **Letter of Warning**

Student Information			
Student Name:	Date of Birth:		
Student ID:	Student Phone Number:		
Student Email:			
Student Address:			

According to Federal regulations and the policy of Southern West Virginia Community and Technical College, students who receive financial assistance are required to meet Satisfactory Academic Progress (SAP). To maintain SAP, a student must complete 67 percent or greater of all attempted credit hours, and maintain a minimum overall grade point average of 2.0. Students not meeting the standards of progress will be placed on a financial aid warning status.

While on a warning status, students will receive a semester of financial assistance. During this semester a student must complete, and pass all classes for which they are enrolled. Withdrawing or failing classes during the warning status could lead to a loss of financial aid eligibility for future semesters.

The financial aid office has determined that you are not meeting the standards of academic progress and you have been placed on a financial aid warning status for the current semester. Please complete the following letter of explanation as to why you are not meeting satisfactory academic progress.

If you have any questions, please contact us at (304) 896-7060 or email financialaid@southernwv.edu

Letter of Explanation		

## Agreement and Understanding

By signing this form, you certify that all of the information reported on this form is true and accurate to the best of your knowledge.

Student Signature:

Date:

For more information visit: **www.southernwv.edu** 

#FINDYOURDIRECTION

Southern WV Community & Technical College is accredited by The Higher Learning Commission. AA/EO/ADA Institution. Southern is an Affirmative Action/ADA/Equal Opportunity Employer. Southern does not discriminate on the basis of race, color, national origin, ethnicity, sex, disability, age, religion, gender, sexual or gender orientation, marital status, and veteran status in the administration of any of its educational programs, activities, or with respect to admission or employment. Faculty, staff, students, and applicants are protected from retailation from filing complaints or assisting in an investigation. Please contact the following concerning inquiries regarding non-discrimination policies and complaints: Title IX Coordinator-Darrell Taylor 304.896.7432; Affirmative Action Officer-Doug Kennedy 304.896.7408; Section 504 ADA Coordinator-Diana To 204.896.7315