

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
SCP-4274**

SUBJECT: Standards of Progress for Financial Assistance Recipients

REFERENCE: Title IV, Higher Education Act of 1965 (as amended)

ORIGINATION: January 1, 1984

EFFECTIVE: May 19, 2016

REVIEWED: December 2015

SECTION 1. PURPOSE

- 1.1 The purpose of this policy is to set forth the academic standards for eligible students to continue to receive financial assistance at Southern West Virginia Community and Technical College.

SECTION 2. SCOPE AND APPLICABILITY

- 2.1 This issuance applies to all students who receive assistance through financial assistance programs.

SECTION 3. DEFINITIONS

- 3.1 Standards of Academic Progress – Students who receive financial assistance through one or more financial assistance programs must complete at least 65% of the courses for which they have registered and must achieve a minimum grade point average of 2.00.
- 3.2 Financial Assistance Warning Status – The Financial Assistance Warning Status is assigned to students the first time they fail to meet the standards of Academic Progress at the end of a semester.
- 3.3 Financial Assistance Probationary Status – The Financial Assistance Probationary Status is assigned to students who fail to meet the standards of academic progress adopted by the institution after having been on financial assistance warning status. To be granted financial assistance probationary status, a student must present a written appeal and an educational plan to the Financial Assistance Office.
- 3.4 Financial Assistance Provisional Status – A one-semester time period commonly referred to as extended probationary status granted to students who successfully complete all courses during the probationary period but still failed to meet the standard of academic progress is referred to as the financial assistance provisional status.
- 3.5 Financial Assistance Suspension Status – This status is assigned to students who are no longer eligible for financial assistance due to their failure to meet the Standards of Academic Progress after a probationary provisional status period.

SECTION 4. POLICY

4.1 Cumulative Grade Point Average and Hours Attempted

- 4.1.1 Students who receive financial assistance must maintain an overall 2.00 cumulative grade point average and complete at least 65% of all hours attempted, including hours transferred from other institutions.
- 4.1.2 Financial assistance recipients who fail to meet the Standards of Academic Progress will be notified in writing that they are on Financial Assistance Warning Status. An appeal for probationary status must be signed and received in the Financial Assistance Office.
- 4.1.3 Students who are placed on Financial Assistance Probationary Status who complete all of the hours for which they enroll, with a grade of “D” or above, but have not maintained an overall grade point average of 2.00, may continue on Financial Assistance Probationary Status for the next enrollment period.
- 4.1.4 Students who do not meet the Standards of Academic Progress who fail or who withdraw from a class will no longer be eligible to receive financial assistance. These students will be placed on Financial Assistance Suspension Status.
- 4.1.5 Financial Assistance Suspension Status continues until students meet the minimum Standards of Academic Progress.

4.2 Program Completion

- 4.2.1 Students who receive financial assistance will be permitted to attempt no more than 150% of the hours required for graduation in their particular program of study. At the end of each semester, students’ progress toward their degree will be reviewed. All course work attempted will be considered in the calculation for meeting program completion requirements.
- 4.2.2 Students who are unable to complete a degree or a certificate in the allotted length of time may request an appeal for additional hours. Students must submit in writing an appeal form stating the circumstances that prevent the completion of their hours along with an educational plan.
- 4.2.3 A committee composed of the Registrar, The Director of Enrollment Management and Student Engagement, and the Director of Student Financial Assistance will review all appeals.

SECTION 5. BACKGROUND OR EXCLUSIONS

- 5.1 None

SECTION 6. GENERAL PROVISIONS

- 6.1 None

SECTION 7. RESPONSIBILITIES

- 7.1 The Financial Assistance Office is responsible for this policy.

SECTION 8. CANCELLATION

8.1 None.

SECTION 9. REVIEW STATEMENT

9.1 This policy shall be reviewed on a regular basis with a time frame for review to be determined by the President or the President’s designee. Upon such review, the President or President’s designee may recommend to the Board that the policy be amended or repealed.

SECTION 10. SIGNATURES

Board of Governors Chair **Date**

President **Date**

Attachments: SCP-4274.A, *Financial Assistance Appeal*

Distribution: Board of Governors (12 members)
www.southernwv.edu

Revision Notes: April 2011 – Revisions reflect changes in procedure and documentation to meet July 1, 2011, Title IV requirements.

December 2015 – Revisions reflect changes in procedure and documentation to meet July 1, 2015 Title IV requirements. The Financial Assistance Appeal form was added as a policy attachment.

**Southern West Virginia Community and Technical College
Financial Assistance Appeal**

Please complete this form and submit all corresponding documentation (Letter of Reasoning and Education Plan completed by the advisor) to the Office of Financial Assistance.

Semester: _____ Year: _____

Name: _____ ID#: _____

Basis of Appeal (mark all that apply):

- Death of relative
- Exceeded 90 hour limit
- An injury or illness
- Suspended from Financial Assistance
- Other (explain below)

Educational Goals:

- If approved, I understand that I will not be able to withdraw or fail any class that I chose to take that follows my education plan, I will not be eligible for any financial assistance. I understand it is my responsibility to obtain all required information before submitting the appeal form.
- Federal regulations allow students to receive federal assistance up to 150% of my required degree. I understand extensions will be granted on a case-by-case basis.
- By signing this application, I am stating that I understand the requirements and responsibilities in requesting additional hours for graduation. Also, I understand that if I was suspended from financial assistance this appeal (if approved) will allow me to continue with financial assistance if I keep the requirements of this appeal.

Student Signature _____ Date _____

Advisor's Use Only

Current Major: _____

Does the student currently have a degree? YES NO

If yes, what degree?: _____

Current Hours Attempted _____ Completed _____ GPA _____

Advisor Signature Date

Office of Financial Assistance Use Only

Application complete? YES NO

All documentation attached? YES NO
(Appeal Form, Letter of Reasoning, Education Plan)

Decision: Approved Declined

Reason for decision:

Director of Financial Assistance Date

Student Notified: Email RHACOMM

Financial Assistance Staff Initials Date