

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

**SUBJECT:** Satisfactory Academic Progress for Financial Aid Recipients

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

**ORIGINATION:** January 1, 1984

**EFFECTIVE:** September 20, 2019

**REVIEWED:** February 2019

**SECTION 1. PURPOSE**

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

**SECTION 2. SCOPE AND APPLICABILITY**

- 2.1 This policy applies to all eligible students who receive assistance through federal, state, and institutional Financial Aid programs.
- 2.2 To be eligible for federal, state, and institutional aid, students must meet both quantitative (time-based), and qualitative (grade-based) standards.

**SECTION 3. DEFINITIONS**

- 3.1 Satisfactory Academic Progress (SAP) – Students who receive financial assistance must complete at least 67% of the total cumulative credit hours attempted and maintain a minimum cumulative grade point average of 2.00.
- 3.2 Financial Aid Warning Status – Financial Aid Warning status is assigned to students who do not meet the minimum SAP requirements after an official evaluation at the end of a semester. Students may continue to receive financial aid during the warning period, but must sign and submit a probation request (letter of warning) to the financial aid office.
- 3.3 Financial Aid Probationary Status – Financial Aid Probationary status is assigned to students who do not meet the minimum SAP requirements after having been on a financial assistance warning status. To be granted financial assistance probationary status, a student must present a written SAP appeal along with an educational plan to the Financial Assistance Office.
- 3.4 Financial Aid Provisional Status – Financial Aid Probationary status is a one-semester time period commonly referred to as extended probationary status granted to students who successfully complete courses and have met SAP for the semester, but still failed to meet the cumulative SAP requirements.
- 3.5 Financial Aid 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 status period.

## **SECTION 4. POLICY**

- 4.1 Cumulative Grade Point Average (Qualitative Measure) and Hours Attempted (Quantitative Measure)
- 4.1.1 To be eligible for federal, state, and institutional aid, must maintain an overall 2.00 cumulative grade point average and complete at least 67% of all hours attempted, including hours transferred from other institutions.
  - 4.1.2 Financial Aid recipients who fail to meet Satisfactory Academic Progress will be notified in writing they have been placed on Financial Aid 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 Aid 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 Aid Probationary Status for the next enrollment period.
  - 4.1.4 Students who do not meet Satisfactory Academic Progress that fail or withdraw from a class may no longer be eligible to receive financial assistance. These students may be placed on Financial Aid Suspension Status.
  - 4.1.5 Financial Aid Suspension Status continues until the student meets Satisfactory Academic Progress.
- 4.2 Program Completion
- 4.2.1 Students who receive financial assistance must complete their degree within a certain amount of time. Students must complete the requirements for an eligible program of study within a time frame not to exceed 150% of the published program length. For example, if an academic program is 60 credit hours, the maximum credit hours that are eligible is 90 ( $60 * 150\% = 90$ ). 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, including hours transferred from other institutions.
  - 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 present a written SAP appeal along with an educational plan to the Financial Aid Office.
  - 4.2.3 A committee composed of the Registrar and the Financial Aid Counselor 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**

<b>Board of Governors Chair</b>	<b>Date</b>
<b>President</b>	<b>Date</b>

**Attachments:** SCP-4274.A, *Satisfactory Academic Progress (SAP) Financial Assistance Appeal*  
SCP-4274.B, *Letter of Warning*

**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.

February 2019 - Revisions provide clarity and reflect changes in procedure and documentation requirements. The *Letter of Warning* (SCP-4274.B) was added as an attachment to the policy. The title was changed from *Standards of Progress for Financial Assistance Recipients* to *Satisfactory Academic Progress for Financial Aid Recipients*.