

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

SUBJECT: ~~Standards of Satisfactory Academic~~ Progress for Financial ~~Assistance Aid~~ Recipients

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

ORIGINATION: January 1, 1984

EFFECTIVE: ~~May 19, 2016~~

REVIEWED: ~~December 2015~~ 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 ~~continue to receive~~ financial assistance at Southern West Virginia Community and Technical College.

SECTION 2. SCOPE AND APPLICABILITY

- 2.1 This ~~issuance policy~~ applies to all eligible students who receive assistance through federal, state, and institutional Financial assistance 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 ~~Standards of Satisfactory Academic Progress (SAP)~~ – Students who receive financial assistance ~~through one or more financial assistance programs~~ must complete at least ~~65%~~ 67% of the ~~courses for which they have registered~~ total cumulative credit hours attempted and ~~must achieve a minimum~~ maintain a minimum cumulative grade point average of 2.00.
- 3.2 ~~Financial Assistance Aid Warning Status~~ – ~~The Financial Assistance Aid Warning Sstatus~~ is assigned to students ~~the first time they fail to meet the standards of Academic Progress 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 Assistance Aid Probationary Status~~ – ~~The Financial Assistance Aid Probationary Sstatus~~ is assigned to students who ~~fail to meet the standards of academic progress adopted by the institution~~ 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 and an educational plan to the Financial Assistance Office.
- 3.4 ~~Financial Assistance Aid Provisional Status~~ – ~~Financial Aid Probationary status~~ is ~~A~~ a one-semester time period commonly referred to as extended probationary status granted to students who successfully complete ~~all~~ all courses and ~~have met SAP for the probationary period semester~~ but still failed to meet the cumulative SAP requirements. Standard of satisfactory academic progress. Is referred to as the financial assistance provisional

~~status.~~

- 3.5 ~~Financial Assistance 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 ~~provisionary~~ 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, students who receive financial assistance must~~ maintain an overall 2.00 cumulative grade point average and complete at least ~~65%~~ 67% of all hours attempted, including hours transferred from other institutions.
- 4.1.2 ~~Financial assistance Aid~~ recipients who fail to meet ~~the Standards of Satisfactory~~ 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 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 Assistance Aid~~ Probationary Status for the next enrollment period.
- 4.1.4 Students who do not meet ~~the Standards of Satisfactory~~ Academic Progress ~~who that fail or who~~ withdraw from a class ~~will~~ may no longer be eligible to receive financial assistance. These students ~~will~~ may be placed on ~~Financial Assistance Aid~~ Suspension Status.
- 4.1.5 ~~Financial Assistance Aid~~ Suspension Status continues until students meet ~~the minimum Standards of Satisfactory~~ 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~~ 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 for 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 ~~submit in writing an appeal form stating the circumstances that prevent the completion of their hours along with an educational plan~~ present a written SAP appeal along with an educational plan to the Financial Aid Office.
- 4.2.3 A committee composed of the Registrar, ~~The Director of Enrollment Management and Student Engagement,~~ and the ~~Director of Student Financial Assistance~~ 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

Board of Governors Chair **Date**

President **Date**

Attachments: SCP-4274.A, 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.

Southern West Virginia Community and Technical College
SCP-4274.A, 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~~

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

_____ **Satisfactory Academic Progress (SAP)
Financial Assistance Appeal**

Student Information

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

In order to receive financial aid administered by Southern West Virginia Community and Technical College, you must be making satisfactory academic progress (SAP) toward completion of an eligible degree. For this reason, your SAP for financial aid is calculated each semester to verify that you have met all Federal SAP standards. SAP is measured using the following standards: cumulative grade point average (GPA) of 2.0, degree completion within the maximum time frame of 150% of the credits for completion of a student’s program, completion of 67% or more of all attempted credit hours. Federal regulations require that academic progress be evaluated both quantitatively and qualitatively.

Section A: Instructions

Due to the length of the appeal, please be careful to read ALL instructions in each section. Complete this packet to appeal your Financial Aid Suspension. Incomplete appeals will not be reviewed.

Complete the FAFSA	Attach personal statement	Attach a copy of your current class schedule
Complete the Appeal process	Academic advisor visit	Don’t Forget!!! Attach all documentation
Attach SUBMITTED course substitution forms	Sign and date all required boxes	Submit to a Financial Aid Representative


- A. **IF YOU DID NOT MEET THE PROGRESS REQUIREMENTS** because you had unusual circumstances, you may file an appeal with our office. You will need to demonstrate the unusual circumstances beyond your control. These circumstances should be one time occurrences that are not likely to be repeated.
- B. **READ THE INSTRUCTIONS CAREFULLY.** All forms and documentation must be submitted by the respective deadline. Incomplete appeals will not be reviewed. Appeals received after the deadline will be considered for the next semester.
- C. **PROCESSING TIME WILL VARY.** Appeals are reviewed within 15 business days of receipt of Final GRADES for current semester of submission. Once a decision has been made, you will be notified in writing to your Southern email account.
- D. **TIMING OF YOUR APPEAL FILING IS IMPORTANT.** If you file late, you must pay your own tuition by the tuition due date or you will be dropped from your courses for nonpayment. Do not rely on the success of your appeal for tuition payment. You must attend all of your classes while awaiting your appeal decision but, be aware that if your appeal is denied you will be responsible for paying all charges from your own resources.
- E. **AN APPEAL DOES NOT GUARANTEE A FULL AWARD.** If you did not meet the academic progress requirements, you have lost your financial aid eligibility which may include all of the aid that was offered to you for the remainder of the academic year. If your eligibility is reinstated through an appeal, we will award you with the funds we currently have available.
- F. **IF YOUR APPEAL IS DENIED,** your current or future offer of aid is subject to cancellation, and no aid (grants or loans) can be paid to you.

Section B: Extenuating Circumstance & Required Documentation

Please be sure to include appropriate documentation for your extenuating circumstance. Appeals may not be considered complete until documentation is attached

In this section you will select from the list below the extenuating circumstance that caused your financial aid suspension. Please make sure you attach required supporting documentation. Only completed appeals with documented extenuating circumstances will be reviewed by the Financial Aid Office. Be sure to add your name and student id number to all forms of documentation submitted.

I wish to appeal the suspension of my financial aid for the reason(s) indicated below:

	MEDICAL: If a personal medical problem contributed to your failure to maintain SAP, attach documentation that includes treatment dates from a medical professional from whom you have received treatment.
	DEATH/ILLNESS: If the death or illness of an immediate family member contributed to your lack of SAP, please attach appropriate copies of medical records, death certificate, obituary, etc.
	DIVORCE OR MARRIAGE SEPARATION: Provide a letter from your or your parent's attorney on the law firm's letterhead or copy of divorce decree.
	DISASTERS: If events such as fire, flood, earthquake, earth tremors, etc. have occurred you must provide insurance claims or other documentation verifying the date of the disaster.
	SIGNIFICANT TRAUMA THAT IMPAIRED YOUR EMOTIONAL AND/OR PHYSICAL HEALTH: Provide a detailed explain regarding the specific circumstances of your condition. Include dates and what you have done to overcome your condition. Attach supporting documentation from a third party; physician, social worker, counselor, police, attorney, etc. Explain how the situation has changed to such an extent that it will not impair your future academic performance.
	WORK RELATED DIFFICULTIES: If the loss or change in employment impaired your performance you must provide a letter from employer that verifies the dates and duration of the occurrence. The statement should specifically address work related difficulties and timeframes for which difficulty existed and how the work situation has changed to such an extent that it should not significantly impair future academic performance.
	MAXIMUM CREDIT HOURS: Federal regulations allow students to receive federal assistance up to 150% of credits for completion of student's program or 90 attempted credit hours. Please clearly state the circumstances (not listed above) in your appeal.  (Do not complete Section E: Improvement Plan).
	OTHER CIRCUMSTANCES: Please clearly state the circumstances (not listed above) in your appeal letter and provide appropriate documentation. Explain how the situation has changed to such an extent that it will not impair your future academic performance. Attach a separate letter if this box is checked.

Note: Circumstances related to the typical adjustment to college life, such as working while attending school, financial issues related to paying bills, and/or car maintenance/travel to campus, are not considered as extenuating for purposes of appealing.

Section C: My Academic Progress

In this section, you will verify your academic progress and select the required services that you will have to complete.

Current Major:	Anticipated Graduation Date:
Credit hours that I need to graduate:	My Current GPA is
Credit hours that I have attempted:	What should my GPA be according to SAP?
Credit hours that I have completed:	
My completion rate is:	What should my completion be according to SAP?

To calculate your completion rate, you take credit hours completed divide by credit hours attempted. Example: 20 credit hours completed divided by 62 credit hours attempted would be 0.32 or 32% completion rate.

Please note:

Attempted hours are considered all credit hours in which you are enrolled. All credit hours attempted at Southern West Virginia Community and Technical College, including repeated courses with a grade of “F”, “W”, “I” and all transfer hours that were pursued at a previous institution will be counted in the determination of hours attempted.

 **Do not complete this section if your credit hours exceed 90 and you are requesting additional hours. Please select the appropriate box according to your current GPA**

Section D. Improvement Plan

Required Sessions

	GPA Range	Tutoring Required (per week)	Required Boost Sessions / Brown Bag Lunches (per semester)	Required Student Services Specialist Visit
	1.75 – 2.00	1 Hour	1 Boost Session	Monthly Meeting
	1.50 – 1.74	2 Hours	2 Boost Session	Monthly Meeting
	1.00 – 1.49	3 Hours	3 Boost Session	Monthly Meeting
	0.00 – 0.99	4 Hours	4 Boost Session	Monthly Meeting

Optional Services

Request assistance from Academic Affairs: 1. Academic Advisor 2. Professors School Official Signature:	Request assistance from Student Services: 1. Career Services 2. Counseling Services School Official Signature:
Other Recommendations: 1. 2. School Official Signature:	Request Assistance from the Registrar: 1. D/F Repeat 2. Course Transfer Information School Official Signature:

Notes/Comments:

Section E: My Academic Plan

This section lists the plan and strategies that will help increase your SAP record and get you back on track. Please be sure to complete the entire section as you meet with the school official for that strategy.

Develop a plan of coursework that includes the classes the student must complete to ensure SAP will be met within the timeframe provided. The number of semesters required depends on the student's situation. ***Federal and state regulations will allow pay for courses that are in your program study; so therefore, DO NOT take classes that are not required to graduate.***

First Year						
Semester				Semester		
Year				Year		
Course No.	Course Title	Hours		Course No.	Course Title	Hours
Second year						
Semester				Semester		
Year				Year		
Course No.	Course Title	Hours		Course No.	Course Title	Hours

ATTENTION ADVISORS – *A student's appeal will only be considered with the submission of a completed academic plan developed by the student and academic advisor. The plan must demonstrate necessary coursework to achieve the minimum Satisfactory Academic Progress (SAP) standards. At the end of each semester, the student's academic record will be reviewed to ensure the plan is being accomplished.*

Agreement and Understanding	
<p>By signing below, I am certifying that I have met with my Academic Advisor. We have discussed all of my options and that my academic advisor has given me the classes that I will need to graduate as listed in my program of study. I also understand, that if I chose to take courses outside my program that it may affect the outcome of this appeal.</p> <p>I am aware that falsified documentation will result in an immediate denial of my appeal.</p>	
Student Signature:	Date:
Advisor Signature:	Date:

Section F: Student Certification

I understand that appeal decisions are made on a case-by-case basis. I understand the submission of this form does not constitute an approval of my appeal and that I must still make payment arrangements.

I understand if my appeal is:

- DENIED, I will not receive financial aid and will make alternative payment arrangements. By signing below, I understand that decisions are processed on a case-by-case basis and the Financial Aid Office may deny any SAP appeal. I also understand that the decision of the appeal is final. I understand that in order to regain my financial aid eligibility I must meet the federal SAP requirements without the assistance of financial aid.
- APPROVED, I will be granted aid on a probationary status. By signing below, I understand that in order to continue my eligibility I will be expected to meet all SAP requirements. I will maintain a semester GPA of at least 2.0 and not withdraw or fail to receive credits for classes enrolled. I will only enroll in hours that are recognized as required courses towards graduation.

I understand that if my SAP appeal is approved, I must meet the requirements listed above. If I do NOT maintain these requirements, I will lose eligibility for financial assistance. If a student continues to take classes after not maintaining SAP standards, they must do so without federal or state financial assistance.

Agreement and Understanding

By signing below, I am certifying that I have read the information listed above and that I understand the conditions required in order for my financial aid appeal to be granted. I also understand that failure to complete these requirements may result in the loss of my financial aid.

I hereby certify that all information contained in this appeal, including the personal statement and documentation, is true and complete to the best of my knowledge.

I am aware that falsified documentation will result in an immediate denial of my appeal.

Student Signature:

Date of Submission:

As you sign this document and prepare to submit it to Financial Aid, please use the following check list to ensure you have all required documentation.

Completion Checklist	
	The following requirements must be submitted to the Financial Aid Office for your appeal to be reviewed.
	1. I have completed Appeal Form.
	2. I have attached a signed, formal, personal statement explaining your extenuating circumstances.
	3. I have attached supporting documentation that supports your extenuating circumstances.
	4. I have attached a course schedule and any submitted substitution forms.
	5. I have attached an academic plan completed and signed by your Academic Advisor.

<i>For Office Use Only</i>		
Decision APPROVED DENIED		
Justification		
Signature		Date
Student Notified:	Emailed	RHACOMM
FA Staff Initials		Date

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

Letter of Warning

Office of Financial Assistance
P. O. Box 2900
Mount Gay, WV 25637
(304) 896 7060
Financialaid@southernwv.edu

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: