

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:

Southern West Virginia Community and Technical College is an Equal Opportunity/Affirmative Action Institution and does not discriminate based on race, sex, gender identity, pregnancy, sexual orientation, age, disability, veteran status, religion, color, or age in admission, employment, or educational programs and activities; nor does it discriminate based on genetic information in employment or employee health benefits. Faculty, staff, students, and applicants are protected from retaliation for making complaints or assisting in discrimination investigations. This nondiscrimination policy also applies to all education programs, to admission, to employment, and to other related activities covered under Title IX, which prohibits sex discrimination in higher education. Southern will take steps to ensure that a lack of English language skills will not be a barrier to admission and participation in the college's CTC offerings. Auxiliary aids and services are available upon request to individuals with disabilities. Southern West Virginia Community and Technical College also neither affiliates with nor grants recognition to any individual, group, or organization having policies that discriminate based on race, ethnicity, sex, color, creed, gender, religion, age, sexual orientation or gender orientation or expression, physical or mental disability, marital or family status, pregnancy, genetic information, veteran status, service in the uniformed services, ancestry, or national origin. Inquiries regarding compliance with any state or federal nondiscrimination law may be addressed to Affirmative Action Officer/Title IX Coordinator, Ms. Debbie C. Dingess, Chief Human Resources Officer, Southern West Virginia Community and Technical College, 100 College Drive, Logan, WV 25601, 304-896-7408; or Section 504 Coordinator, Ms. Dianna Toler, Director of Student Success, Southern West Virginia Community and Technical College, 100 College Drive, Logan, WV 25601, 304-896-7315. TTY 304-792-7054 may be used to communicate with any office or employee of the College.