

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

SUBJECT: Satisfactory Academic Progress for Financial Aid Recipients
Title IV, Higher Education Act of 1965 (as amended)

REFERENCE: HEA Sec 484(c), 34 CFR 668.16(e), 34 CFR 668.32(f), and
34 CFR 668.34

ORIGINATION: January 1, 1984

EFFECTIVE: September 20, 2019

REVIEWED: May 18, 2022

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 Federal regulations, HEA Sec 484(c), 34 CFR 668.16(e), 34 CFR 668.32(f), and 34 CFR 668.34, require schools offering Federal Student Aid to establish policies to monitor the academic progress of students who apply for and receive federal financial aid. Satisfactory Academic Progress (SAP) for Financial Aid Recipients, which is administered by the Financial Aid Office, may differ from Southern West Virginia Community and Technical College's (Southern) Student Standards of Academic Progress, which is administered by Academic Affairs.
- 2.2 This policy applies to all eligible students who receive assistance through federal, state, and institutional Financial Aid programs.
- 2.3 To be eligible for federal, state, and institutional aid, students must meet both quantitative (time-based, paced), and qualitative (grade-based, Grade Point Average) standards.
- 2.4 Students must be making satisfactory academic progress (SAP) toward completion of an eligible degree or certificate program to receive financial aid administered by the institution.
- 2.5 SAP for financial aid recipients is calculated at the end of each semester of enrollment to verify that students meet all Federal SAP standards. State programs have varying SAP standards that are typically evaluated annually. See the individual state program for specific standards.
- 2.6 Students may be allowed to receive financial aid for an academic year; however, final Satisfactory Academic Progress is evaluated at the end of each semester of enrollment. Students who are no longer in attendance after mid-term, may not receive student loan distributions or other pending financial aid payments. Final academic progress standing will be evaluated at the end of each semester.

2.7 Students receiving assistance from any of the following aid programs must meet standards of Satisfactory Academic Progress:

2.7.1 Federal Programs

2.7.1.1 Federal Pell Grant

2.7.1.2 Federal Supplemental Educational Opportunity Grants (FSEOG)

2.7.1.3 Federal Work-Study Programs (FWS)

2.7.1.4 Subsidized Federal Direct Loan (DLS)

2.7.1.5 Unsubsidized Federal Direct Loan (DLU)

2.7.1.6 Direct PLUS Loans

2.7.2 State Programs

2.7.2.1 West Virginia Higher Education Grant

2.7.2.2 Promise Scholarship

2.7.2.3 WV Higher Education Assistance for Part-time Students (HEAPS)

2.7.2.4 WV Engineering, Science and Technology Scholarship

2.7.2.5 WV Invests Grant

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 Aid 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.

3.6 Maximum Time-frame Evaluation Status - This status is a probation status granted to students who have successfully appealed a maximum hour's suspension. Students may receive aid during this period after the SAP Appeal for Financial Assistance has been approved by the appeals committee.

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 must maintain an overall 2.00 cumulative grade point average (Qualitative Measure) and complete at least 67% of all hours attempted (Quantitative Measure).

4.1.1.1 Satisfactory Academic Progress must include credits that may not be calculated in an academic GPA, examples including but not limited to, developmental courses, academic forgiveness, including D/F repeats, transfer credits, etc. The Financial Aid Office is not permitted to use Academic Amnesty in evaluating GPA. All classes must be counted in the calculation of GPA.

4.1.1.2 The calculation of pace is cumulative. To calculate the completion percentage, divide the total number of credit hours passed by the total number of credit hours attempted. Attempted hours include all college classes including but not limited to:

4.1.1.2.1 remedial classes,

4.1.1.2.2 classes from which the student withdrew,

4.1.1.2.3 classes the student failed,

4.1.1.2.4 classes the student took at another college, and/or

4.1.1.2.5 classes for which the student received an incomplete.

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 Maximum Timeframe

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 ($60 * 150\% = 90$). The number of attempted credits used in determining maximum timeframe will include transfer, remedial, failed, incomplete and withdrawn credits. All course work attempted will be considered in the calculation for meeting program completion requirements, including hours transferred from other institutions even if they do not count towards the degree at Southern.

Students who have attempted 90 or more credit hours for a two-year degree or 45 credits for a certificate will require an appeal. Financial aid will not be processed until the appeal has been reviewed and approved by the appeals committee.

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, a Financial Aid representative, and a Student Success representative will review all financial aid appeals.

4.3 Withdrawals, academic forgiveness, incomplete, repeated, non-credit remedial, and failed courses

4.3.1 Withdrawal, academic forgiveness, incomplete, repeated, non-credit remedial, and failed hours are counted for the calculation of hours attempted and calculation of GPA. The Financial Aid Office is not permitted to use Academic Amnesty in evaluating GPA. We must count all classes in the calculation of GPA.

4.3.2 A student is eligible to receive Financial Aid for one repeat when repeating a previously passed course to obtain a higher grade. In cases of repeated courses, a student may continue to repeat a failed course and receive Financial Aid until it is passed. A student, who has exceeded the maximum hours for his or her major, may not receive Financial Aid to repeat courses on the academic evaluation that are failed or withdrawn.

4.4 Transfer and Readmission

4.4.1 Students who transfer to Southern who do not meet the satisfactory academic progress requirements will be automatically placed on financial aid probation or suspension based on the academic standing from the previous institution.

4.4.2 Students seeking readmission to Southern who do not meet the satisfactory academic progress requirements will be automatically placed on financial aid probation or suspension based on previous coursework.

4.5 Regaining Eligibility for Title IV Aid

4.5.1 Students who have lost eligibility for federal aid may regain eligibility in one of two ways.

4.5.1.1 Paying for classes on your own: You may pay for classes on your own and regain eligibility by increasing your pace of completion and/or your GPA. Once you meet the SAP policy minimum standards you will regain eligibility.

4.5.1.2 Appeals: An approved appeal allows a student to receive federal financial aid while working to meet the pace and GPA standards.

4.5.2 Students who have lost eligibility for some state programs may not be able to regain eligibility. See the individual state program for information.

4.5.3 Students will be notified of financial aid warning, probation, suspension, and appeal status via letter to the home address Southern has on file in the student record. Additional communication may also be made via campus email.

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

President

Date

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

August 2022 – Revisions added on standards of academic progress and return of Title IV funds. Additions to the policy were recommended from U.S. Department of Education to reinstate Southern’s Program Participation Agreement.