



**S O U T H E R N   W E S T   V I R G I N I A  
C O M M U N I T Y   A N D   T E C H N I C A L   C O L L E G E  
B O A R D   O F   G O V E R N O R S**

**Number:** SCP-4274  
**Origination:** January 1, 1984  
**Effective:** January 1, 1984  
**Reviewed:** October 2006

**SUBJECT:** Standards of Progress for Federal Financial Aid Recipients

**REFERENCE:** Southern West Virginia Community and Technical College Course Catalog

**1. PURPOSE**

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.

**2. SCOPE AND APPLICABILITY**

This issuance applies to all students receiving assistance through Federal Financial Aid programs.

**3. DEFINITIONS**

- A. Standards of Academic Policy — Students receiving financial assistance through one or more federal financial aid programs must complete at least 65% of the courses for which they have registered and must achieve an overall grade point average of 2.00.
- B. Probationary Status — The time period granted to students who fail to meet the standards of academic progress adopted by the institution. To be granted probationary status, a student must present a written request to the financial assistance office.
- C. Provisional Status — A time period commonly referred to as extended probationary status which may be granted to a student serving a probationary period and has completed all courses during the probationary period with an overall 2.00 grade point average, but does not meet the standard for the required percentage of hours completed.
- D. Suspension Status — Status assigned to a student who drops or fails a course or does not have an overall 2.00 grade point average at the completion of a probationary or provisional status period, and is no longer eligible for assistance under Federal Financial Aid programs.

**4. POLICY**

- A. Cumulative Grade Point Average
  - 1. A student receiving federal aid 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.

2. Any financial aid recipient failing to meet the required grade point average will be notified that he/she may request PROBATIONARY STATUS. A request for probationary status must be signed and received in the financial assistance office.

B. Program Completion

1. Full-time students receiving federal financial aid 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, each student's progress toward his/her degree will be reviewed. All course work attempted will be considered in the calculation for meeting the Standards of Academic Progress. A minimum of 65% of all credit hours attempted must be successfully completed.
2. Students who are not in compliance with this policy and present a written request will be placed on PROBATIONARY STATUS for the following semester (excluding the summer semester). At the end of the PROBATIONARY semester, the student's academic progress will be recalculated.
3. If the student has completed all of the hours for which he/she registered and meets the required grade point average as outlined in the Standards of Progress, he/she will remain in PROBATIONARY STATUS for an additional semester.
4. If the student does not meet the Standards of Progress at the end of the PROBATIONARY period, he/she will no longer be eligible to receive federal aid and will be placed in SUSPENSION STATUS.
5. The suspension status will continue until the student meets the established Standards of Academic Progress.

C. Probationary Status

1. An extension of one semester of PROBATION will be granted to all students who submit a request.
2. Students attending on probationary status must complete all classes for which they are registered and maintain a cumulative GPA of 2.0.

D. Provisional Status

1. If a student who has been reinstated on PROVISIONAL STATUS, fails to continue to attain a 2.00 grade point average, he/she will automatically be placed on suspension.
2. The automatic suspension status will continue until the student meets all Standards of Academic Progress.

E. Suspension Status

1. The period of ineligibility for financial aid (SUSPENSION STATUS) will continue until the student meets the established Standards of Academic Progress.

F. Appeals Process and Time Limitations

1. Students will be given the equivalent of 150% of the number of hours necessary for completion of their chosen degree program under financial aid. Once they have reached the equivalent of 150% of the hours they will not be able to receive any additional financial assistance. If the 150% threshold has been reached without the student attaining a degree, an additional semester can be requested by the student if it can be shown that they can attain the degree in that semester.
2. If special circumstances require a student to need more than the allotted number of hours to complete a degree or certificate or if there are extenuating circumstances that have caused a student not to meet the progression requirements after a semester of PROBATION, the student should explain the circumstances in writing and submit them to the Financial Aid Office.
3. A committee composed of the two Financial Aid counselors and the Vice President of Student Services will review the student's appeal. If this committee approves the appeal, the student may be able to receive an extension of Probation or an extension of hours.

**5. BACKGROUND OR EXCLUSIONS**

None.

**6. GENERAL PROVISIONS**

None.

**7. RESPONSIBILITIES AND PROCEDURES**

The Financial Assistance Office is responsible for this policy.

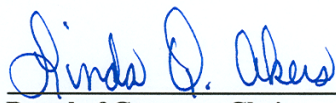
**8. CANCELLATION**

None.

**9. REVIEW STATEMENT**

This policy shall be reviewed on a three-year cycle 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. SCP-4274 is scheduled for review during the 2009-2010 academic year.

**10. SIGNATURES**

 11/28/06  
 Board of Governor Chair      Date

 11/28/06  
 President      Date

**Attachments:**      None

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**Revision Notes:**