

NEW RIVER COMMUNITY AND TECHNICAL COLLEGE

Policy Number: C.100

Effective Date July 1, 2005

TITLE: Financial Aid Satisfactory Academic Progress Policy

RATIONALE: The purpose or function of this policy is to comply with federal regulations providing a qualitative and a quantitative means of measuring academic progress within the degree program for students receiving federal financial aid funds.

POLICY STATEMENT

See attached statement

RELATED POLICIES: None

RESPONSIBLE OFFICE: Financial Aid Office

**NEW RIVER COMMUNITY AND TECHNICAL COLLEGE
STANDARDS OF SATISFACTORY PROGRESS FOR FEDERAL
FINANCIAL AID APPLICANTS AND RECIPIENTS**

Federal regulations published initially in the **Federal Register** of October 6, 1983, require students to make satisfactory progress in their degree programs to be eligible for assistance from the following programs:

Pell Grant, Supplemental Educational Opportunity Grant, Perkins Loan, Direct Stafford Loan, Direct Parent Loan for Undergraduate Students, Federal Work-Study, State Student Incentive Grant (West Virginia and other state grant programs).

Such progress is to be measured in qualitative terms (grades) and quantitatively (hours completed). Progress will be measured at the end of the Fall and Spring semesters.

This policy was approved by the President of New River Community and Technical College to be effective June 1, 2004 upon recommendation by the NEW RIVER's Board of Governors. It supersedes all prior satisfactory academic progress policies. Federal regulations may require us to modify this policy slightly. All aid recipients are given a copy of the most current policy with their aid award notifications. The standards of progress for New River Community and Technical College are:

I. Qualitative Measurement (grade point average):

Students must meet: the grade point average requirements and graduation requirements as defined in the "Grade Point Average, Pass-Fail, and Probation, Suspension, and Dismissal" sections of the New River Community and Technical College catalog. Suspended/dismissed students granted readmission to the College through successful academic appeals will be considered to have met this portion of the requirements.

II. Quantitative Standards (semester hours completed):

- A. Associate degree students will be eligible to receive federal aid through the semester in which they attempt their 96th credit hour.
- B. Certificate program students will be eligible to receive federal aid through the semester in which they attempt credit hours equal to 150 percent of program length.
- C. Students must successfully complete their hours attempted according to the following table:

<u>Hours Attempted</u>	<u>Percentage which must be completed</u>
1-32	60%
33-64	65%
65-96	70%

- D. Additional definitions and explanations:
 - 1. "Attempted" is defined as the cumulative number of hours shown in the "Hours Attempted" field in the Registrar file. "Cumulative number of hours" are the total hours attempted during all enrollment periods, irrespective of receiving financial aid. Students who receive the following grades are considered to have "attempted" those credit hours, and thus they count toward the cumulative maximum: withdrawals (W or WP), incomplete (I), failures (F, WF, or FIW), and all passing grades (A, B, C, D, P, S).
 - 2. Course repetitions will count as hours attempted. This includes course repetitions for health science students who do not achieve required "C" grades in major and natural science courses.
 - 3. Continuing student financial aid applicants who did not receive federal financial aid during the previous semester and transfer student applicants in their initial semester at New River Community and Technical College will be placed on probation immediately if the cumulative hours attempted/passed requirement is not satisfactory. Transfer hours attempted placed on the New River Community and Technical College transcript by the Registrar and hours attempted at New River will be the basis for measurement.
 - 4. Successful completion will be measured by the number of "hours passed" or "hours earned" - whichever is greater - recorded on the student's academic transcript at the end of the evaluation period.
 - 5. "Academic Year," for purposes of measurement of progress, is defined as enrollment during any or all of the following: Fall Semester, Spring Semester, Summer Term I, and Summer Term II.
 - 6. Federal Financial Aid recipients must be enrolled in degree-granting programs.
 - 7. Direct Stafford and Direct PLUS Student Loans: In addition to the progress requirements listed above, students must progress from one grade level to the next before they are eligible to receive additional maximum loan amounts. In determining the student's grade level, the Registrar's definition as found in the New River Community and Technical College catalog will be used. Students in associate degree programs may be certified for loans only at the freshman and sophomore levels.

8. Students seeking federal financial assistance who are pursuing a second associate or second bachelor's degree must submit a course evaluation form signed by the academic advisor so that progress within the second program may be measured. This form also will be used to determine grade level for federal loan certifications. Maximum levels for Pell Grants and guaranteed loans will be observed.

III. **Failure to Maintain Satisfactory Progress:**

- A. Students who fail the qualitative (grade) portion of the requirement will be notified of their probation, suspension, or dismissal status by the President.
- B. The first time a student does not successfully complete the quantitative measurement (hours passed), he/she will be placed on financial aid probation. The deficiency from that semester must be made up in the following semester and/or summer terms in addition to the required number of semester hours for his/her enrollment status for the probationary period. Students who make up the initial deficiency during the probationary period will be granted one extended probationary period during succeeding semesters. The probationary status for students who continue to have a marginal deficiency at the end of the initial probationary period may be extended for one additional semester at the discretion of the Financial Aid Director. If the student does not achieve the required number of semester hours at the end of the probationary, or extended probationary period, he/she will be suspended from financial aid.
- C. Bachelor's degree students will be suspended from financial aid after the semester in which they attempt their 160th semester hour; associate degree students will be suspended after the semester in which they attempt their 96th semester hour.

IV. **Suspension Due to Non-Attendance**

Federal regulations require adjustment of financial aid awards for students who do not begin attendance in all classes upon which the awards were based. Adjustments will be based on Registrar records including Add/Drop and Withdrawal forms and Failure due to Irregular Withdrawal (FIW) reports. Students are required to repay adjustment amounts. Students who do not meet repayment terms will be suspended from financial aid.

(See appeal section.)

V. **Reinstatement:**

Unless eligibility is reinstated through appeal, students will remain ineligible until that time when they are again in compliance with the standards set forth. It will be the responsibility of students seeking reinstatement to request the Financial Aid Office to review their records, when they believe they are again in compliance with the requirement.

VI. **Appeals:**

- A. Students placed on academic suspension/dismissal due to failure of the qualitative (grade) measurement may appeal grade decisions using procedures stated in the Academic Appeals section of the college catalog.
- B. Students failing to meet the quantitative (semester hours) measurement may appeal to the Director of Financial Aid. Students must submit a personal letter explaining the reason(s) for the failure as well as an academic plan from the student's advisor, stating how and when the student will make up the deficiency. If the Director denies the appeal, the student may request in writing that the appeal be reviewed by the Financial Aid Advisory Committee. The student may attend the appeal meeting. Written quantitative appeal decisions will be provided to the student.
- C. Students suspended for non-attendance must pay outstanding financial aid balances and must submit a letter to the Director of Financial Aid explaining their reason(s) for not meeting original repayment terms. A negative decision by the Director may be appealed to the Financial Aid Advisory Committee.

VII. **Mitigating Circumstances Regarding Appeals:**

- A. The major mitigating circumstances in making an appeal will be the documented personal illness of the student, serious illness or death of an immediate family member (mother, father, sister, brother, husband, wife, child, legal guardian), or enrollment in a bachelor's program requiring more than 128 credit hours or an associate program requiring more than 64 credit hours.
- B. The maximum number of semester hours attempted is considered to be adequate and fair under the progress policy. Change of major field of study, completion of developmental courses, or transfer of credits normally will not be considered satisfactory grounds for appeal for additional time, but such appeals may be submitted using the process indicated in Section VI.
- C. Unacceptable circumstances for appeals are: continued enrollment while seeking admission to a health science program; failure to pass the Pre-Professional Skills Inventory Test (PPST) required for admission to teacher education; the prior nonreceipt of Title IV aid since this is irrelevant to maintaining satisfactory progress in the course of study.

VIII. **Comments about the Progress Requirement:**

- A. Students are encouraged to work with their academic advisors, to receive study skills and tutoring assistance. Academic advisors will be notified when their advisees are placed on probation or suspension.
- B. Students who withdraw from courses after the official add/drop period, and students who receive grades of F, W, and I greatly increase their potential for failure of the requirement.

CHART OF HOURS ATTEMPTED/COMPLETED HOURS REQUIRED TO MAKE PROGRESS

Hrs. Attempted	Hrs. Required	Hrs. Attempted	Hrs. Required	Hrs. Attempted	Hrs. Required	Hrs.Hrs. Attempted	Required
.5	0	20.5	12	40.5	26	60.539	
1.0	0	21.0	12	41.0	26	61.039	
1.5	0	21.5	12	41.5	26	61.539	
2.0	1	22.0	13	42.0	27	62.040	
2.5	1	22.5	13	42.5	27	62.540	
3.0	1	23.0	13	43.0	27	63.040	
3.5	2	23.5	14	43.5	28	63.541	
4.0	2	24.0	14	44.0	28	64.041	
4.5	2	24.5	14	44.5	28	64.545	
5.0	3	25.0	15	45.0	29	65.045	
5.5	3	25.5	15	45.5	29	65.545	
6.0	3	26.0	15	46.0	29	66.046	
6.5	3	26.5	15	46.5	30	66.546	
7.0	4	27.0	16	47.0	30	67.046	
7.5	4	27.5	16	47.5	30	67.547	
8.0	4	28.0	16	48.0	31	68.047	
8.5	5	28.5	17	48.5	31	68.547	
9.0	5	29.0	17	49.0	31	69.048	
9.5	5	29.5	17	49.5	32	69.548	
10.0	6	30.0	18	50.0	32	70.049	
10.5	6	30.5	18	50.5	32	70.549	
11.0	6	31.0	18	51.0	33	71.049	
11.5	6	31.5	18	51.5	33	71.550	
12.0	7	32.0	19	52.0	33	72.050	
12.5	7	32.5	21	52.5	34	72.550	
13.0	7	33.0	21	53.0	34	73.051	
13.5	8	33.5	21	53.5	34	73.551	
14.0	8	34.0	22	54.0	35	74.051	
14.5	8	34.5	22	54.5	35	74.552	
15.0	9	35.0	22	55.0	35	75.052	
15.5	9	35.5	23	55.5	36	75.552	
16.0	9	36.0	23	56.0	36	76.053	
16.5	9	36.5	23	56.5	36	76.553	
17.0	10	37.0	24	57.0	37	77.053	
17.5	10	37.5	24	57.5	37	77.554	
18.0	10	38.0	24	58.0	37	78.054	

18.5	11	38.5	25	58.5	38	78.554
19.0	11	39.0	25	59.0	38	79.055
19.5	11	39.5	25	59.5	38	79.555
20.0	12	40.0	26	60.0	39	80.056