

Financial Aid Satisfactory Academic Progress Policy

All students, whether in bachelor or associate degree programs, who wish to receive Federal Financial Aid while attending Glenville State College, must meet all of the requirements of this policy which is based on the US Department of Education regulations. Compliance with these standards will be measured each semester on all enrolled students whether or not financial aid is received. Students will be notified and permitted one semester of financial aid warning. If the student is not meeting the standards of this policy at the end of the warning semester, then he/she will be placed on financial aid suspension. This policy is separate and distinct from the Academic Probation and Suspension Policy. The funds affected by the policy are Federal Pell Grant, Federal Supplemental Education Opportunity Grant, Federal College Work Study, Federal Direct Loan, West Virginia Higher Education Grant, and Higher Education Adult Part-Time Student Grant. Some outside agencies also award monies under these guidelines.

I. Qualitative Standards

- a) All students must maintain minimum cumulative grade-point average. This is based upon the number of cumulative attempted hours, including transfer hours, as recorded in the Office of the Registrar .

<u>Cumulative GPA Hours</u>	<u>Cumulative Grade Point Average</u>
00-30 hours.....	1.50 GPA
31-60 hours.....	1.80 GPA
61 hours and above.....	2.00 GPA

II. Quantative Standards

- a) The ratio of total hours passed to total hours enrolled must be 2/3 or more.

Total hours passed will include courses for which a student received a grade of “A,” “B,” “C,” “D,” “S”, or “CR.” The total hours enrolled will include all courses in which a student began enrollment. These will include all courses in which a student passed, failed, received an incomplete grade, withdrew, audited, or repeated and non-credit remedial hours. This total may differ from the number of hours attempted as recorded by the Office of the Registrar and will be calculated from the students’ original *Glenville State College* billing hours.

- b) Total hours cannot exceed 1.5 times the maximum hours required for graduation.

- The total hours enrolled for a student pursuing a bachelor degree shall not exceed 192 hours, which is 1.5 times 128 hours and is the minimum number of hours required to complete a baccalaureate degree.
- The total hours enrolled for a student pursuing an associate degree shall not exceed 103 hours, which is 1.5 times the number of hours required for the longest associate degree programs.

A student may complete an associate degree program and then enroll in a bachelor degree program and total hours will include all hours from the associate degree program.

III. Compliance and Appeals

If the student is not meeting these standards at the end of their warning semester, the Financial Aid Administrator shall notify the student that he or she is on financial aid suspension and no longer eligible for federal financial aid, including loans. To be removed from financial aid suspension, a student may attend GSC at his own expense, provided he is eligible academically, until the minimum grade point average or ratio of hours passed is reached. Simply paying for one’s classes or not attending college will not affect a student’s financial aid satisfactory academic progress standing but may be considered during an appeal if other extenuating circumstances exist. Students entering a second degree or who have changed majors will be evaluated under these standards and required to appeal annually if necessary.

Students may appeal their financial aid suspension by submitting (1) an **appeal letter** explaining the specific circumstances that caused the student to not meet the policy and what has changed in the situation that would allow the student to demonstrate satisfactory academic progress at the end of the next semester of enrollment and (2) the Financial Aid Satisfactory Academic Progress **Appeal Form** which collects documentation that the student has consulted with an academic advisor and developed an academic plan that will allow the student to meet the standards along with (3) **relevant documentation** to the Financial Aid Appeals Committee c/o Financial Aid Office. Appeals may be based on: (1) The death of an immediate family member; (2) A documented injury or illness of the student; (3) Other mitigating circumstances *beyond the student’s control*; or (4) The student’s major degree program require more hours then listed above; or who have changed major. Appeals should be submitted before the beginning of the next term for prompt consideration. A written or electronic response will be provided within ten working days of receipt of the appeal letter. Appeal requests that are denied by the Committee may be appealed in writing to the President’s Office within five working days of receipt of such notice. Copies of correspondence sent to the President’s Office must also be sent to the Financial Aid Office. A reply to this appeal will be provided, when possible, within ten working days. Appeals that are not approved are eligible to be resubmitted to the Committee after one semester if changes in the situation have occurred.

Students with approved appeals will have their records evaluated again at the end of the next semester of enrollment to determine if the student has met the standards or has complied with the academic plan agreed upon by the student and advisor. If neither has happened, the student will again be placed on financial aid suspension and not eligible for another appeal, unless other extenuating circumstances have occurred, or until one semester showing academic progress toward a degree is completed without the assistance of financial aid. Academic Progress for this purpose is defined as: 1) Students on Financial Aid suspension because of grade point average (qualitative) standards must obtain 2.25 for the semester. 2) Students on Financial Aid suspension because of not meeting pace (quantitative 2/3) standards must complete 75% of the attempted hours for the semester. 3) Students on Financial Aid Suspension for both qualitative and quantitative, or for other reasons, must meet both standards as described here for the semester.