

The following academic progress standards apply to all students, and each student is responsible for his/her awareness of this policy. All students, regardless of degree program or enrollment status, who wish to receive Federal Financial Aid while attending Glenville State University, 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 and includes all transfer hours, including summer if applicable, on all enrolled students, whether or not Title IV 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 overall attempted hours as recorded in the Office of the Registrar.

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

II. Quantitative Standards

- a) The ratio of total hours passed to total hours attempted 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”, or any other passing grade code in use. The total hours attempted will include all courses in which a student passed, failed, received an incomplete grade, withdrew, or repeated, and non-credit remedial hours.
- b) Total hours cannot exceed 1.5 times the maximum hours required for graduation.
 - The total hours attempted for a student pursuing a bachelor degree shall not exceed 180 hours, which is 1.5 times 120 hours - the number of hours required to complete a baccalaureate degree.
 - The total hours attempted for a student pursuing an associate degree shall not exceed 90 hours, which is 1.5 times 60 hours - the number of hours required to complete an associate degree program.

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 students are not meeting these standards at the end of their warning semester, the Financial Aid Administrator shall notify them that they are on financial aid suspension and no longer eligible for federal financial aid, including loans. To be removed from financial aid suspension, students may attend GSU at their own expense, provided they are eligible academically, until the minimum grade point average or ratio of hours passed is reached or have an appeal approved. Simply attending and paying for one’s classes or being out of college one or more semesters does not automatically qualify students to receive financial aid again, 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.

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 of the situation** to the Scholarship and Financial Aid Appeals Committee c/o Financial Aid Office. Appeals may be based on situations such as: (1) the death of an immediate family member; (2) a documented injury or illness of the student; or (3) unusual circumstances *beyond the student’s control*. Appeals should be submitted as soon as possible and no later than two weeks prior to the term for which students are appealing, with the exception of summer. A written or electronic response will be provided within ten working days of the committee’s decision. Students whose appeal requests are denied by the Committee may request a level two appeal within three calendar days of the notification of the committee’s decision through the Director of Financial Aid who will forward the information to the next level of Administration for review. 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 of this policy or the minimum semester academic progress requirements. Semester Academic Progress 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 standards, or above 150% of required hours, must meet both standards. 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.