



**STANDARDS OF PROGRESS FOR FEDERAL FINANCIAL AID RECIPIENTS  
POLICY EFFECTIVE JULY 1, 2011  
Revised May 23, 2016; September 6, 2022**

**Purpose**

In addition to all other requirements for federal financial aid eligibility, students must continue to be in good academic standing and be making progress toward a degree.

The standards that are set forth here are stricter than the institution's standards of progress. Therefore, a student who does not meet the Standards of Progress for federal financial aid may be unable to receive financial assistance, but will be able to continue to attend Eastern.

**Communication**

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

**Policy**

A. Cumulative Grade Point Average

1. A student receiving federal aid must maintain an overall 2.00 cumulative grade point average. (Withdrawal, academic forgiveness, incomplete, repeated and non-credit remedial hours are counted for the calculation of hours attempted and GPA.)
  - a. All courses transferred from other institutions will be included in this cumulative GPA.
  - b. Courses for which a grade of incomplete is received will not be included in GPA.
  - c. Courses from which a student withdraws during a semester will not be included in GPA.
  - d. Repeated courses for which a student issues a request for grade replacement will include only the replacement grade in the GPA calculation. Repeated courses for which no request for grade replacement is completed will be included in the GPA calculation along with the original grade received for the course.
2. Cumulative grade point average will be reviewed at the end of each semester.

B. Pace of Progression (Completion)

1. A student receiving federal aid must complete at a minimum 67% of all courses attempted, cumulatively. (Withdrawal, academic forgiveness, incomplete, repeated and non-credit remedial hours are counted for the calculation of hours attempted and GPA.)
  - a. All courses transferred from other institutions will be included in this completion ratio calculation.
  - b. Courses for which an incomplete is received will be included as attempted, but unearned hours.
  - c. Courses from which a student withdraws during a semester will be included as attempted, but unearned hours.
  - d. In cases of repeated courses, a student may continue to repeat a failed course and receive Financial Aid until it is passed.
  - e. A student is eligible to receive Financial Aid for one repeat when repeating a previously passed

course to obtain a higher grade.

**Allowable:** Repeated coursework may be included when determining enrollment status in a term-based program if a student needs to meet an academic standard for a particular previously passed course, such as a minimum grade.

- i. **Not permissible:** A student enrolls in four classes in the fall semester and passes only three of them; the institution requires the student to retake the failed class and also the other three classes because of failing the one class. When the student repeats all four classes in the spring semester, the failed class would be included in the student's enrollment status, but the three classes passed would not be.

2. Pace of progression will be reviewed at the end of each semester.

The calculation is as follows:

Pace Rate (Completion) = Total EARNED Credit Hours ÷ Total ATTEMPTED Credit Hours

**NOTE: The first time a student is not meeting the above SAP requirements, the student is placed on Financial Aid Warning. After one warning, if a student does not meet SAP again, they are not eligible for financial aid unless they submit an appeal with a degree evaluation and it is approved. If approved, the student is placed on Financial Aid Probation (and will have to complete an academic plan). If denied, the student will have to pay for classes on their OWN until meeting SAP requirements again. (see appeal form for additional guidelines)**

\*\*Institutional Standards of Academic Progress is separate and will have its own requirements and notifications.

### C. Program Completion

1. Students are given 150% of the hours required for graduation in their particular program for completion.
2. All courses taken will be included in this calculation.
  - a. All courses transferred from other institutions will be included in this completion ratio calculation.
  - b. Courses for which an incomplete is received will be included as attempted, but unearned hours.
  - c. Courses from which a student withdraws during a semester will be included as attempted, but unearned hours.
  - d. A student is eligible to receive Financial Aid for one repeat when repeating a previously passed course to obtain a higher grade.
    - i. **Allowable:** Repeated coursework may be included when determining enrollment status in a term-based program if a student needs to meet an academic standard for a particular previously passed course, such as a minimum grade.
    - ii. **Not permissible:** A student enrolls in four classes in the fall semester and passes only three of them; the institution requires the student to retake the failed class and also the other three classes because of failing the one class. When the student repeats all four classes in the spring semester, the failed class would be

included in the student's enrollment status, but the three classes passed would not be.

3. Dual Degree Students: As long as each of the programs the student is completing is a Title IV-eligible program, the student may receive Title IV aid for each program. If the student completes the degree requirements of both programs at the same time, the student can receive aid from all of the Title IV programs until completion. However, if the student completes requirements for graduation for one program then the student is no longer eligible to receive Title IV Funds for that program.
  - a. If the student is enrolled in both degree programs then the FA Office will check the total number of hours needed for the combined programs and make certain that the student has not exceeded 150% for the combined hours in both programs. The FA Office will make certain that the student is not counted twice for any courses, such as English, that may be required for both programs.
  - b. Dual degrees must be listed in the student record prior to the beginning of the semester. Both programs should be listed in the College's Student System under SGASTDN. The student must complete a change of information form to add and/or change programs.
  - c. Students may only receive aid for hours that pertain to the dual degrees, as listed in their student record.

AA/AS/AAS Degree Programs: Total credit hours required are 60, the maximum time frame is 90 attempted hours (60 x 150%)

Certificate (CP) Programs: Total credit hours required are 30, the maximum time frame is 45 attempted hours (30 x 150%)

Students receiving financial aid will be reviewed at the end of each semester for the 150% rule, and notified by the Financial Aid Office if they are exceeded or will exceed the maximum time frame to complete their program. An appeal and degree evaluation are required to continue receiving financial aid. (This is different than the appeal for SAP requirements for A and B above)

If an appeal is required, students must complete the following:

1. Review Degree Evaluation for required classes still needed to complete their degree/certificate.
2. Review degree evaluation with advisor to pick (at minimum) the next semester of classes (submitted on the financial aid academic plan worksheet).
3. Submit the completed financial aid SAP appeal form (if required also) and academic plan worksheet, with a copy of the degree evaluation, to the financial aid office before the beginning of the semester.
4. If a student has met all requirements to receive a degree in his or her stated major, the student must apply for graduation. Change of major is not an option. Refusal to graduate in the intended major will result in financial aid suspension.
5. Students who have exceeded maximum hours are limited to 2 major changes. Students are permitted to change majors at any time; however, this may result in financial aid suspension.

Students and their advisors will then be notified through their EASTERN e-mail of their academic plan decision and any credit hour/course limitations with the decisions.

### **Appeal Process**

The student may submit documented reasons to the Financial Aid Office for failure to maintain satisfactory academic progress. Students may appeal Pace, GPA and/or maximum time frame. Any appeals granted must be well documented as they would otherwise be violations of federal standards.

### **Request to Appeal Satisfactory Academic Progress Suspension**

Appeals may be decided by the Director of Financial Aid or their designated representative in Financial Aid or by an Appeal Committee. The following documentation must be submitted to the Financial Aid Office:

- Appeal Form and Academic Plan for Improvement
- Letter of Extenuating Circumstances
- Supporting Documentation

### **Appeal Procedures**

The student must submit a Financial Aid Suspension Appeal Form to the Financial Aid Office, using the official college Appeal Form, **and include documentation to support the reason for granting an appeal.**

Appeals cannot be processed if the student is placed on Academic Suspension with the Academic Affairs' Office.

The Satisfactory Academic Progress standing can be appealed when one of the following conditions exists:

- Illness or injury of the student
- Illness, injury, or death of a family member
- Natural Disasters i.e.: floods, fires, tornadoes, hurricanes, or earthquakes
- Criminal acts inflicted on the student or student's family. For example: terrorism, kidnapping, or theft.
- Military involvement i.e.: draft or US service duty
- Emotional problems supported by documentation from a counseling agency, counselor or psychiatrist.
- Documented errors of an official designated representative of the Vice President of Academic Affairs resulting in unacceptable academic progress.
- Legal entanglements i.e.: divorce, child custody, extended jury duty or bankruptcy

Students will be informed within fifteen (15) business days of the appeal decision once all documents are received.

### **Appeal Supporting Documentation**

Required documentation to be submitted with an appeal may include but is not limited to:

- A signed statement from the student explaining her reasons for not meeting SAP.
- Statement from third party familiar with the student's circumstances and/or
- Documentation from the student's physician in cases of illness or injury and/or
- Documentation from the student's academic advisor or course professors and/or
- Insurance claim and/or.
- Police reports and/or.
- Death certificate.

## **D. Status of Non-Compliance**

### **1. Warning Status**

- a. Warning status may be granted to students with extenuating circumstances (i.e.: A student who was forced to withdraw due to an accident or illness. Appropriate documentation must be provided.).

### **2. Probation Status**

- a. Probation status is granted to students who have successfully appealed. Students can receive aid during their probationary period after signing and submitting a financial aid appeal Contract to the Financial Aid Office.

### **3. Suspension Status**

- a. Students are placed on financial aid suspension status after one semester. Students on suspension cannot receive Financial Aid. Students will be removed from Financial Aid

suspension and/or probation when in compliance with the GPA and Hours Passed rules. Students cannot exceed the maximum hours allowed.

E. Deadlines for Appeals

Students planning to appeal should appeal as soon as they are notified of their financial aid probation/suspension. Tuition and fees are due by the specified date set by the Business Office each term. In order to avoid difficulties involved in late payment of tuition and fees, students should submit the appeal promptly and observe the deadline dates. For an appeal to have meaning, the appeal must be granted in time to allow the student's award to be processed before grades are released for that semester. In addition, student loans cannot be processed after October 25<sup>th</sup> for the Fall semester and March 25<sup>th</sup> for Spring semester. Federal regulations require that once the standing of student is known, then the award must reflect that information. Thus, a student granted an appeal before the end of the semester and awarded after the end of the semester may become ineligible for the award by the time the award is granted. Financial aid appeals cannot be retroactive.

F. Appeal Decision

**Approved Appeals:**

Students will be placed on Financial Aid Probation with an academic plan if the appeal is approved. Students may remain eligible to receive aid while on probation with an academic plan as long as they meet the conditions of the plan which are detailed in the SAP Contract. SAP Contracts are issued to each student via letter detailing the conditions that must be met to continue receiving aid.

**Denied Appeals**

Students will be notified via letter if the appeal is denied. Students must pay out of pocket and cannot receive aid until they are in compliance with the SAP policy.

**Financial Aid SAP Appeals may be approved or denied—Decision by the SAP committee is final.**

**Additional Rule:**

\*Developmental Courses: A maximum of 15 hours of developmental courses can be attempted under financial aid.

Questions?

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