

WVSU LOYALTY PROGRAM GUIDELINES

Section 1. General.

1.1. Scope. The purpose of the West Virginia State University (WVSU) Loyalty Program is to recognize high school students that take early enrollment, collaborative or college level high school courses for college credit at West Virginia State University and enroll full-time at WVSU for their undergraduate degrees by freezing the cost of tuition at the time of enrollment for a maximum of four years.

1.2. Effective Date. –

Section 2. Eligibility of High School Graduates for Tuition Freeze.

2.1. For inclusion in the WVSU Loyalty Program, a high school applicant must be eligible for the program by the fall semester they enroll as a first-time, full-time freshman at WVSU and by meeting all academic criteria in place at the time of enrollment; and

2.1.a. Must have participated in the WVSU early enrollment, collaborative or special high school program and taken college level high school courses totaling a minimum of six college credit hours at WVSU during their junior, senior or both years of high school before being admitted and enrolled at WVSU as a first-time, full-time freshman in a non-online degree program; and

2.1.b. Must apply for the program by the spring semester following graduation from high school unless the applicant entered the United States Armed Services pursuant to Section 3 of these guidelines; and

2.1.c. Must have met all high school graduation requirements as set by the State Board of Education; and

2.1.d. Must meet all WVSU's admissions criteria which includes, but is not limited to, standardized test score criteria on an ACT or SAT national test, submission of an official high school transcript, immunization records if born after January 1, 1957, and submitted all other documentation required for admission by WVSU; and

2.1.e. Must be a United States citizen, a U.S. permanent resident, or an eligible non-citizen who meets the residency requirements for Federal Student Aid; and

2.1.f. Must submit both the Free Application for Federal Student Aid (FAFSA) and any application form required by WVSU by the deadline established by WVSU; and

2.1.g. Must enroll at WVSU as a first-time, full-time freshman taking a minimum of fifteen credit hours as enrollment at another institution of higher education makes the applicant ineligible for the WVSU Loyalty Program.

2.2. A student who applied for and was deemed eligible for the WVSU Loyalty Program must enroll for the first regularly scheduled enrollment period after being selected unless granted a deferment under the leave of absence provisions of Sections 6.5 or 6.6.

Section 3. Eligibility of Members of Armed Services.

3.1.A person who entered full-time, active duty with the United States Armed Services upon

graduation from his or her high school and is discharged with a status other than dishonorable is eligible for the WVSU Loyalty Program within two years of the time he or she initially entered military service. However, this eligibility ends one semester after discharge from such military service.

3.2. The applicant must meet all other criteria established by WVSU for eligible high school graduates at the time of the application, including but not limited to, required scores on national standardized tests and enrollment at WVSU as a first-time, full-time freshman.

3.3. The applicant must meet the requirements set out in Section 2.1.e. of these guidelines, or have entered military service.

Section 4. Eligible Institutions and Home-Schooling.

4.1. Only high schools that participate in WVSU's early enrollment or collaborative programs or provide college level high school courses for college credit at WVSU are eligible to participate in the WVSU Loyalty Program.

4.2. A person who has been home-schooled as documented by registration with the county school board system is eligible, but only if he or she has passed a state-approved high school equivalency examination with a minimum score as determined by WVSU and has taken college level high school courses totaling a minimum of six college credit hours at WVSU during their junior, senior or both years.

Section 5. Program Enrollment.

5.1. "Tuition and mandatory fees" means the quarter, semester, or term charges imposed by a state institution of higher education upon all students as a required condition of enrollment.

5.2. "First-time, full-time freshman" means a student who has never attended another higher education institution after obtaining a high school diploma and enrolls at WVSU for a minimum of fifteen credit hours.

5.3. Students accepted into the WVSU Loyalty Program shall pay the same amount of "tuition and mandatory fees" at the rate of the semester they enroll at WVSU but this rate lock is only available for four years from the date of first enrollment.

5.4. The same rate for "tuition and mandatory fees" may be made for summer school so long as the student is academically eligible for continuation in the program at the end of the spring semester preceding the summer being requested to be included. Any summer participation under this provision is dependent upon the availability of funds as determined by WVSU.

5.4.a. Students, other than those graduating at the end of the summer term of enrollment, must be enrolled for at least fifteen credit hours. Students graduating at the end of the summer term of enrollment are only required to enroll for a minimum of six credit hours.

5.5. Only high school students that participated in the WVSU early enrollment, collaborative or special high school programs that have taken college level high school courses totaling a minimum of six college credit hours at WVSU during their junior, senior or both years of high school before being admitted and enrolled at WVSU may receive initial benefit. Students already enrolled at WVSU or another higher education institution are not eligible to apply for the WVSU Loyalty Program.

Section 6. Eligibility for Renewal.

6.1. For a student to remain in the Loyalty Program each year the student must be continuously

enrolled as a full-time undergraduate student in fifteen credit hours; and

6.2. Maintain at least a 2.5 grade point average on a 4.0 scale in all academic years; and

6.3. Complete and earn a minimum of 30 credit hours in each academic year of the four-year period.

6.3.a. College-Level Examination Program (CLEP) credits may be used to meet the minimum credit hours requirement.

6.3.b. Credit for a course taken again during the same year, including the summer, to improve a grade, or for any other purpose, may only be counted once in meeting the credit hour requirement.

6.3.c. The 12-month period for calculating renewal begins with the fall semester and ends with the summer semester.

6.4. If a student enrolls in summer school to attain the minimum credit hours required by Section 6.3 or achieve the grade point average required by Section 6.2, he or she shall pay the going rate of “tuition and mandatory fees” for that summer school enrollment. The summer school enrollment must be completed before the commencement of the fall semester.

6.4.a. All college credit hours and corresponding grades must be counted in determining WVSU Loyalty Program eligibility. Any college credit hours earned prior to the first semester of fall or spring enrollment may not be counted toward the credit hour requirement in determining eligibility for initial participation or renewal.

6.5. WVSU Loyalty Program students are expected to maintain continuous enrollment in addition to the other renewal requirements set forth in this section. However, this requirement may be waived for a medical or family bereavement absence. WVSU may also grant a leave of absence for students entering or being called to military active duty or enrolling in a study abroad program, internship or co-op program.

6.6. Other requests for leaves of absence must be submitted in writing by the student to the Vice President for Enrollment Management and Student Affairs. Student leave of absence requests submitted to the vice president may include, but are not limited to, programs directly related to the student’s educational program, study abroad, extreme financial hardships of the student or the student’s immediate family, service or volunteerism or other extraordinary circumstances beyond the student’s control when continued attendance would create a substantial hardship for the student.

6.7. A student granted a leave of absence under the provisions of Sections 6.5 or 6.6 who resumes his or her education at WVSU, assuming he or she meets all other eligibility requirements at the time the leave of absence was granted, shall retain eligibility for the WVSU Loyalty Program until the first of the following events:

6.7.a. The student received four years of coverage under the WVSU Loyalty Program while enrolled in a baccalaureate program or graduated from the baccalaureate degree program; or

6.7.b. The sum of the number of academic years from the date of the student’s selection as a WVSU Loyalty Program recipient equals four years except for the military service provisions of Section 3.

Section 7. Duty of Loyalty Program Recipient Graduates.

7.1. By accepting participation in the WVSU Loyalty Program, the recipient agrees to provide the information WVSU may request regarding the recipient’s address after graduation, employment after

graduation, whether and where the recipient is enrolled in post-graduate programs, and such other relevant information as WVSU may deem necessary to assess the effectiveness of the WVSU Loyalty Program.

Section 8. Coordination with Other Financial Aid.

8.1. WVSU Loyalty Program shall be coordinated with other financial aid/grant programs in the following manner:

8.1.a. WVSU Loyalty Program must be utilized in a manner that maximizes federal scholarship/grant funding (e.g. Pell Grant) and should not be administered in a manner that would result in the loss of federal grant/scholarship funds to a student or to the State of West Virginia.

8.1.b. WVSU Loyalty Program locks in the rate of “tuition and mandatory fees” at the time the student enrolls at WVSU as a first-time, full-time freshman for fifteen credit hours for four years only following the date of enrollment.

8.2. Participating in the WVSU Loyalty Program in combination with aid from all other sources shall not exceed the cost of attendance at WVSU. This restriction does not apply to members of the West Virginia National Guard.

8.3. Should participation in the WVSU Loyalty Program plus the amount of other financial awards exceed the cost of attendance, the financial aid administrator, in consultation with the recipient, will determine what aid is to be reduced. This adjustment should be to the best advantage of the recipient.

8.4. If a WVSU Loyalty Program recipient terminates enrollment for any reason during the academic year, this student is no longer eligible to participate in the WVSU Loyalty Program unless the student was granted a leave of absence under the provisions of Sections 6.5 or 6.6.

Section 9. Appeals.

9.1. An applicant for an initial WVSU Loyalty Program may appeal the denial of participation eligibility with the Admissions Committee.

9.2. Any appeal must be filed within fifteen days of the applicant receiving notice that he or she is not eligible to participate. The appeal must detail in writing, and with specificity, including the grounds supporting the appeal and a finding of eligibility. The committee may require additional evidence or materials from the applicant or other parties.

9.3. If the appeal is denied by the committee, the reasons for the denial shall be communicated in writing to the applicant with an explanation of the reason for the denial.

9.4. An applicant may appeal the committee’s decision to the Vice President for Enrollment Management and Student Affairs.

9.5. Any appeal to the committee’s denial must be filed within fifteen days of notification to the applicant that his or her initial appeal was denied. The appeal must be in writing and detail, with specificity, the grounds supporting the appeal. The Vice President for Enrollment Management and Student Affairs may require additional evidence or materials be submitted. If the vice president denies the appeal, the reasons for the denial shall be communicated in writing to the applicant with an explanation of the reason for the denial. The decision of the vice president is final.

9.6. A student granted enrollment into the WVSU Loyalty Program may appeal a non-continuation

decision following the same procedures explained in Sections 9.1 through 9.5.

9.7. If a student in the WVSU Loyalty Program is not eligible for continuation because of failure to maintain academic progress, he or she may not utilize the procedures set out herein to challenge any grade assigned them. Challenges to grades must be brought under the established institutional procedures for grade appeals as explained in student handbook (The Buzz). The process set out above may only be utilized to challenge the application of the eligibility requirements to the grade or grades assigned. If a student is successful on a grade or other appeal and the changing of the grade makes him or her eligible once again for continuation, he or she may petition the Admissions Committee for continuation retroactively.