

Chapter Eight – Federal Compliance

Credits, Program Length, and Tuition

Blue Ridge Community and Technical College's credits, program length, and tuition are based on standards established by the West Virginia Community and Technical College System. At Blue Ridge CTC, one student credit hour equates to 12.5 hours of class (contact) time, or 15 Carnegie Units of 50 minutes each of lecture time for a single student per week over the course of a semester. Therefore, a three credit course is scheduled to meet for 37.5 hours per semester. Classes categorized as laboratory-based meet on an equated basis of 30 hours per semester credit hour.

Classes that do not fall in the 15 week semester maintain the appropriate number of contact hours. Blue Ridge CTC offers two 15 week semesters (Fall and Spring). For the summer terms the length is condensed into one term lasting 10 weeks (Summer III) and two shorter terms of 5 weeks each (Summer I & II). Workforce Development offers courses throughout the year with various start and end times. The Dean of Economic and Workforce Development ensures that all contact hours are consistent with school and system policy.

Program lengths vary according to the degree or certificate program. Most associate's degree programs require a minimum of 60 credits for completion. All associate's degrees have a set number of general education courses. Certificate programs have a minimum of 32 credits for completion. The College offers other certificate programs (e.g., FastTrack) that do not require 32 credits for completion and thus are not factored into graduation rates. All program information, including program duration, is detailed in the college catalog. Approval of new programs, addition or deletion of courses, or changes to





course credit hours values, requires institutional approval, and the process is overseen by the Curriculum and Instruction Committee and the Faculty Council.

Tuition and fees are established once a year by the Board of Governors in accordance with WVCTCS standards. Tuition is charged per credit hour and is differentiated by West Virginia state residency or non West Virginia residence status. Students are considered in-state if they have resided in West Virginia for a minimum of one year (and are not in the state intentionally to establish residency status) or have established permanent residency (demonstrated by such acts as buying a house or paying West Virginia property taxes) before the start of the next registration term. Residency appeal applications are reviewed by the Director of Enrollment Management. The current fee structure is outlined in the catalog, on course schedules, and on the website. All fees that are not considered mandatory tuition and fees must also have Board of Governor's approval.



Organizational Compliance with the Higher Education Reauthorization Act



Blue Ridge CTC is in full compliance with all requirements of the Higher Education Reauthorization Act of 1998.

Program Participation Agreement (PPA), the eligibility determination and approval from the Department of Education, allows the college to participate in federal student aid programs. Blue Ridge CTC conducts its financial aid functions with the highest integrity, and student aid information is carefully monitored to ensure its accuracy. By completing the PPA every five years, Blue Ridge CTC has been granted eligibility to distribute Title IV financial aid until June 30, 2010.

The Fiscal Operations Report and Application to Participate (FISAP) reports institutional enrollment, student eligibility demographics, and funding distributed to

students from the Federal Supplemental Education Opportunity Grant (SEOG), Federal Work Study, Federal Pell Grant, and state and scholarship programs. Blue Ridge CTC opted out of offering Federal Perkins loans but may consider this option in the future. Both the PPA and FISAP are completed and monitored by the Financial Aid Administrator.

Eligibility and Certification Renewal (ECAR) details the types of Title IV aid Blue Ridge CTC can offer, its academic calendar, accreditation status, Blue Ridge CTC governance and decision making structure, and a listing of instructional programs approved for financial aid receipt. This document will be available for the site team review.

Reporting Year	Default Rate
2007 -Draft	8.5
2006	9.2
2005	4.3
2004	4.2
2003	4.4

Figure 8.1 Official Cohort Default Rates

The student loan default rate is carefully monitored at Blue Ridge CTC. The default rate is currently 8.5 percent. It was anticipated that the default would increase due to the separation from Shepherd University. Blue Ridge CTC is not under any special USDE default reduction plan.

Students are required to complete loan counseling. Upon first receipt of any loans, students are required to complete entrance counseling and to sign a master promissory note with Direct Loans. When they complete these requirements, the aid is then applied to the students' accounts.





The Satisfactory Academic Progress policy is posted on the website and in the College Catalog. The Policy for Satisfactory Academic Progress is effective as of February 2006 and supersedes any previous policy. Any student receiving Title IV financial aid is required to maintain satisfactory academic progress according to The Compilation of Financial Aid Regulations (34 CFR, through 12/31/95 as published by the U.S. Department of Education, section 668.34). Every student is required to complete a certain number of hours attempted to show that he or she is progressing toward a degree in his or her program of study. Each student must also maintain a grade point average consistent with the regulations governing satisfactory academic progress. Satisfactory academic progress is required for students to continue receiving financial aid in any of the following programs: Federal Pell Grant, Federal Supplemental Educational Opportunity Grant, Federal Work-Study, Federal Direct Loan, or Parent Loan for Undergraduate Students (PLUS), and State Grant Programs including the West Virginia Higher Education Grant and Part-Time Programs.

Standards Measured by Grade Point Average

1. All associate's degree students must maintain a minimum of 2.0 GPA as of their 25th attempted hour of course work.
2. Any student admitted or readmitted on academic probation who does not meet grade point average standards may appeal to the Scholarship and Financial Aid Committee at Blue Ridge CTC.

Standards Measured by Hours Attempted

1. Any student in a program leading to an associate's degree must complete his or her program within 96 attempted hours of course work.
2. As a student progresses through his or her program, he or she must pass 70 percent of all hours attempted.
3. Attempted hours for courses with a grade of failure (F), incomplete (I), incomplete/failure (IF), withdrawals (W), or repeat (R) are counted as hours attempted and combined with all passing grades in determining progress. It is strongly recommended that students limit withdrawals from classes.

After two semesters of probation , a student who is not making progress will be suspended from receiving financial aid. Only then is an appeal to the committee necessary. Students are permitted only one appeal. After that, they are no longer eligible for financial aid.

To ensure compliance, Blue Ridge CTC annually sends the financial aid staff to the annual Federal Student conference sponsored by the Department of Education. This conference provides up-to-the-minute guidance and training, identification of best practices from other schools, and an opportunity to speak directly with Federal officials. These individuals also participate in both state and national Veterans Service trainings, as well as training opportunities for State of West Virginia Financial Aid Administration.

Annually, the financial aid program at Blue Ridge CTC is audited by DeLoitte and Touche, LLC. The auditors rendered an unqualified positive opinion for 2006-2007. Complete audits are attached to the self study.

Blue Ridge CTC complies diligently with the Family Education Rights and Privacy Act. Students must provide their student ID number or birthdates, and middle name as verification when calling in to receive any information regarding their individual academic record. The Registrar requires written notification from the student in order to release any information to the parents or guardians of students, except in cases where the student is deemed dependent by the IRS standards. Proof of dependency is required in those cases. All computer displays in Enrollment Management have privacy screens. The Director regularly conducts training with office staff so that they may both explain FERPA and still provide quality customer service.





Disclosure of Essential Information

Blue Ridge CTC complies with the requirement of reporting college crime and graduation rates. Human Resources annually compiles the College Crime report and other essential statistics and submits information to the Integrated Postsecondary Educational Data System (IPEDS) reporting system. Complete information regarding enrollment and demographic information, admissions requirements, college safety reports, federal loan default rates, and accreditation information can be found on the IPEDS website. Disclosures of the college crime rates and graduation rates are located on the College website. All information regarding student directory, enrollment, and financial aid is submitted monthly to the National Student Clearinghouse by the Registrar.

Advertising and Recruitment Materials

Blue Ridge CTC reports its HLC accreditation in its official documents. The current catalog includes the following information:

In March 2005, Blue Ridge CTC was accredited as an independent institution by The Higher Learning Commission and is a member of the North Central Association (NCA). NCA contact information is www.ncahigherlearningcommission.org; phone (312) 263-0456; or 30 North LaSalle Street, Suite 2400, Chicago, Illinois 60602-2504. Additionally, individual programs are accredited by their own respective organizations/ accrediting bodies.

Organizational Records of Student Complaints

Blue Ridge CTC takes any student complaint very seriously. The process for submitting a complaint is found in the catalog and in the student handbook, both of which are on the College website. Complaints that are academic in nature are referred first to the instructor of record, then to the appropriate supervisor or Dean. If it is a grade appeal, the



information is given to the Chair of the Curriculum and Instruction Committee. The catalog and handbook clearly detail the processes for how to make an appeal. Should the student find the resolution unsatisfactory, a further appeal may be made at the Presidential level. The appeal is then assigned to a taskforce comprised of Executive Staff members who investigate the appeal and then recommend a decision to the President. If dissatisfied with the original finding, the President may overturn the decision. All records pertaining to this level of appeal are maintained with the C&I chair.

Complaints of a non-academic nature are given to the Director of Enrollment Management. Blue Ridge CTC has a non-discrimination policy, as well as a sexual harassment policy. Both are clearly explained in the student handbook and in the catalog. Regardless of the original method of submission of the complaint, the Director of Enrollment Management requests that all complaints be in writing in order to call an official investigation. Once received, an investigation begins. Assistance from other staff and faculty is requested as appropriate to the situation. The Director of Enrollment Management maintains records of all written complaints and their disposition. Once a resolution has been issued, the Director of Enrollment Management provides written notice to the student, President, and any other involved party as appropriate. The Director of Enrollment Management maintains these records indefinitely. An electronic log is maintained by the Director of Enrollment Management to index such records.



Individual Program Accreditations



Associate of Science in Nursing

- Accreditation – Provisional

West Virginia Board of Examiners for Registered Professional Nurses
101 Dee Drive ● Charleston, WV 25311 ● (304) 558-3596

- National Accreditation
National League for Nursing Accreditation Commission, Inc. 61 Broadway ●
33rd Floor ● New York, NY 10006 ● (212) 363-5555 X 153.



Associate of Applied Science in Emergency Medical Services

- Accreditation

West Virginia Office of Emergency Medical Services ● 350 Capitol St Rm 425●
Charleston WV 25301-3714

- Seeking National Accreditation

Committee on Accreditation of Educational Programs for the Emergency
Medical Services Professions