

Federal Work-Study  
**HANDBOOK**  
FOR STUDENTS & SUPERVISORS

*Student Financial Aid Office*



ALLEGANY  
COLLEGE  
of  
MARYLAND



**ALLEGANY COLLEGE**  
===== *of* MARYLAND =====

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For inquiries related to this policy, Title IX, and ADA/504, please contact: Dr. Renee Conner, Dean of Student and Legal Affairs, Title IX Coordinator, ADA/504 Coordinator, 301-784-5206 / [rconner@allegany.edu](mailto:rconner@allegany.edu)

Allegany College of Maryland is required to inform prospective and current students of important College policies. For full details on these key policies, please visit the Allegany College of Maryland website at [allegany.edu/policy-mandates](http://allegany.edu/policy-mandates).

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## TABLE OF CONTENTS

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Preface.....	1
Nondiscrimination Policy Statement .....	1
FWS Program Definition .....	2
Advantages of FWS.....	2
Application Process .....	3
Summer FWS Application Process.....	3
Eligibility .....	4
Calculation of Eligibility .....	4
Awarding Process .....	5
Assignment.....	5
Required Employment Forms (W-4, Work Permit (if required), Confidentiality Statement, and I-9 Form) .....	6
Number of Hours Assigned.....	7
Time Sheet and Payment Procedures.....	8
Supervisor Responsibilities.....	9
Student Rights .....	11
Student Responsibilities .....	11
Satisfactory Academic Progress Policy .....	13
Professionalism .....	18
Telephone Use.....	18
Evaluations .....	19
Transfers.....	19
Termination of Student Employees.....	20
Injuries Incurred by Student Employees .....	20
Grievance Procedures (Sexual Harrassment/Discrimination) .....	21

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## **PREFACE**

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The purpose of this handbook is to provide up-to-date information to students and supervisors about the FWS Program administered by the Student Financial Aid Office.

Students should read the sections containing information concerning the responsibilities of work-study students at Allegany College of Maryland.

Supervisors should familiarize themselves with the payroll procedures, termination and evaluation process, and the responsibilities of the supervisor.

We hope this handbook will provide many of the answers to questions asked by both students and supervisors. Should you need further information concerning the FWS program, please feel free to contact the Student Financial Aid Office.

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## **EQUAL OPPORTUNITY**

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### ***ALLEGANY COLLEGE OF MARYLAND STUDENT FINANCIAL AID NON-DISCRIMINATORY STATEMENT***

The Student Financial Aid Office of Allegany College of Maryland offers free financial aid counseling services to all persons who request such help. All students attending the College are awarded all of the student financial aid for which they are eligible. Students have the right to cancel/decline some or all of any student financial aid award. ACM's Student Financial Aid Office does not discriminate on the basis of curriculum, race, color, creed, national or ethnic origin, gender, religion, disability, age, veteran status, or citizenship status (except in those circumstances permitted or mandated by Federal Law) when awarding or disbursing student financial assistance.

# **FEDERAL WORK-STUDY PROGRAM (FWS)**

## **DEFINITION**

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FWS is a federally-funded program that was established by Congress under the Economic Opportunity Act of 1964; and since 1968, it has been under the authority of the Higher Education Act of 1965 and the Educational Amendments of 1972 and 1976. The purpose of the FWS Program is to expand part-time employment opportunities for students who are in need of earnings from such employment in order to pursue a course of study at an institution of higher learning.

The FWS Program (FWS) at Allegany College of Maryland (ACM) is designed to meet the needs of both the students and the institution by providing part-time employment in various departments and areas on campus and off campus. At present, there are around one hundred students involved in the FWS program.

Money earned in the FWS program is given to the student in the form of a paycheck and is designed to help the student pay for other educational expenses; it is not applied to tuition, fees, or bookstore charges. In order to receive FWS money, students must work at an hourly wage position. The FWS program offers no compensatory time, vacation pay, holiday pay, or overtime pay. Sick time is earned at a rate of one (1) hour for every 30 hours worked if the FWS student works 12 or more hours per week.

ACM is required to utilize at least 7% of its FWS funding in community service positions with at least one FWS student employed as a reading tutor for children of preschool and/or elementary age with a family literacy program. To this end, ACM participates in the America Reads Program and FWS students hired in this capacity are paid a higher wage rate. Students can contact the Student Financial Aid Office for information regarding the current wage rates for work-study positions.

More important than the money, the FWS program has helped thousands of ACM students to gain an understanding of their specific career responsibilities; and for many, it represents their first job experience. The FWS program serves a variety of purposes for the students and the institution. This manual has been designed to assist students and supervisors in the administration of the FWS program.

## **ADVANTAGES OF FWS**

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There are a variety of jobs available through the FWS program, such as: clerical, technical, lab assistant, research, recreational, facilities, and public safety. Some jobs help students who have never held a job understand what job responsibility is, and others will build on their curriculum experience and education.

Students should be aware of the many advantages of the FWS Program. Arranging flexible work schedules around class times and study times can reduce the transportation expense and time consumed in having another outside job. And, money earned under the FWS Program is not

included on the FAFSA for the following year since it is considered part of the previous year's financial aid package. FWS earnings, however, are considered taxable income and must be included on any federal and/or state income tax forms should the student be required to file them.

Along with the student's educational program, a student's college work experience should be viewed as a learning experience. FWS offers students the opportunity to apply skills acquired in their fields of study and to explore future career possibilities. Students should be aware that this job experience can be included on their employment resumes when applying for future jobs after graduation.

Many students will be working in jobs directly related to their educational goals. Others will be working in jobs that will have indirect benefits in any profession that they may pursue. All students have the opportunity to make their campus employment a valuable asset for future employment, as well as develop such characteristics as dependability, cooperation, leadership, responsibility, and pride in their work.

Nearly every position on campus will give the student some insight and understanding of how an institution, such as Allegany College of Maryland, operates. By working with staff and faculty, students can see first-hand some of the policies, procedures, and problems involved in running a college.

## **APPLICATION PROCESS**

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Students can apply for the FWS Program by completing the Free Application for Federal Student Aid (FAFSA) available at [studentaid.gov](http://studentaid.gov). Once we receive your FAFSA results, you will be sent an email to complete an Authorization to Pay Form, in which you will indicate you are interested in a work-study position. ACM has very limited funds in the program; therefore, students should complete the FAFSA before March 1st each academic year in order to be considered for this program.

## **SUMMER FWS APPLICATION PROCESS**

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Summer Work-Study is a separate program and is based on the information provided by the student for the upcoming fall and spring semesters. Students interested in Summer Work-Study positions must file the Free Application for Federal Student Aid. Only students with a very high financial need will be considered eligible for Summer Work-Study. Preference is given to returning students for the few available positions during the summer. In addition, it is not necessary to be taking summer classes to be eligible. However, students must be registered for the upcoming fall semester before Summer Work-Study can be awarded.

Students interested in working over the summer must also complete the Summer Work-Study Application, available online at <http://allegany.edu/workstudy/>. Return the completed form to the Student Financial Aid Office. This form usually becomes available at the end of February. The deadline for submitting the application is mid-April. Late applications will be accepted if there are remaining positions and money available for the summer term.

The Student Financial Aid Office will work with supervisors to determine the dates of Summer Work-Study positions. Students will be notified of their work dates in the FWS Assignment Email. A student may work up to twenty (20) hours per week during the summer. However, if a student is taking classes, the number of hours allowed may be adjusted to account for hours in class.

All students employed under the Summer Work-Study Program will have Social Security (FICA) deducted from their earnings. (Exception: If a student is enrolled for 6 or more credit hours, FICA will not be deducted for the weeks that classes are in session.)

Dependent students will be expected to accumulate summer savings while on Summer Work-Study. This amount will be taken into account in calculating the entire financial aid package. For the independent student, the entire earnings will be considered a financial aid resource.

## **ELIGIBILITY**

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A student may be selected for employment under the FWS Program if he/she meets all the requirements listed below:

1. A student must demonstrate financial need, as determined by an evaluation of the student's Free Application for Federal Student Aid (FAFSA).
2. A student must have a high school diploma or a General Education Development (GED) Certificate on file in our Admissions Office.
3. A student must be enrolled or accepted for enrollment as a regular student working toward a degree or certificate in an eligible program.
4. A student must be a U.S. citizen or eligible noncitizen.
5. During the fall and spring semesters, a student must be registered for at least 6 credit hours. During the summer session, a student need only be registered for the upcoming fall term.
6. A student must be capable of maintaining good standing in a course of study while employed.
7. A student must meet our Satisfactory Academic Progress standards:  
<https://www.allegany.edu/financial-aid/documents/SAPpolicy.pdf>
8. A student cannot be in default on any student loans or owe a repayment on a federal grant or loan.

## **CALCULATION OF ELIGIBILITY**

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The total aid awarded is based on the following calculation:

Allegany College of Maryland <b>Cost of Attendance*</b>	<b>—</b> <i>minus</i>	Student Aid Index	<b>=</b> <i>equals</i>	Financial Need
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*\*Cost of Attendance (COA) – COA includes tuition and fees; books, materials, supplies and equipment; living expenses (food and housing); personal expenses; transportation; and a few other miscellaneous categories. If the student and his/her family have other expenses not listed here, please contact the Student Financial Aid Office to determine if these expenses can be added to the Cost of Attendance. The family contribution is calculated by a congressional formula called the Federal Methodology as a result of completing the FAFSA.*

Only students with remaining Financial Need after all other aid has been awarded will be given a FWS award.

## **THE AWARDING PROCESS**

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Students are awarded WS based on their financial need, on available funds given to ACM, and on position availability.

When a student has completed the application process and has been determined eligible for a FWS position, his/her file will be evaluated and an award will be made. The student will receive an Offer Letter indicating the maximum dollar amount per semester that he/she may earn, as well as other financial aid for which the student is eligible, and a notice of any other documents needed for the Work-Study Program. Once the student receives his/her Offer Letter, he/she must let the Student Financial Aid Office know if he/she does not want the position. This will allow other students on the waiting list the opportunity to receive a position.

Prior to the first day of fall classes, the student will receive a position assignment notification indicating his/her supervisor's name, the total number of hours per week and semester the student can work and the total amount the student can earn.

It is the student's responsibility to contact his/her supervisor to arrange a work schedule that fits with his/her class schedule and the supervisor's needs. Under no circumstance can students be scheduled to work during class time, as this is against federal regulations. If at any time a FWS student is no longer interested in working, the student must inform his/her supervisor and the Student Financial Aid Office.

**A STUDENT MAY NOT EARN MORE MONEY PER SEMESTER THAN THE SPECIFIED FWS DOLLAR AMOUNT INDICATED ON HIS OR HER AWARD LETTER WITHOUT PRIOR APPROVAL FROM THE STUDENT FINANCIAL AID OFFICE.**

## **ASSIGNMENT**

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All assignments are made by the Student Financial Aid Office after the FWS award has been accepted and all required documents have been received. However, recommendations are



accepted from both the student and the departments concerned. If at all possible, students are placed in those areas. In addition, students' curriculum, skill, and academic performance are also considered.

A student must apply for financial aid every year (as soon after October 1st as possible). If eligible, returning students are reassigned to the same area in following semesters, unless a transfer is requested by the student or the supervisor. If a transfer is requested, the student is placed in another appropriate position. Students will be transferred only one time.

Please keep in mind that in order for a student to be assigned a Work-Study position, Federal Guidelines require the Student Financial Aid Office to verify the following: a final high school transcript is on file in our Admissions Office, he/she is registered for classes at Allegany College of Maryland, and a completed work permit is on file (if applicable). Once all required documents are received, students will be assigned as positions become available.

**PLEASE NOTE: Assignments are made on a "first come-first serve" basis by the Financial Aid Coordinator. It is possible, therefore, that a student who submits this information to the Student Financial Aid Office late will not be able to be assigned due to the lack of an open position and/or timing of submitted documents.**

## ***REQUIRED EMPLOYMENT FORMS***

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### **1. W-4 FORMS – EMPLOYEE'S WITHHOLDING ALLOWANCE CERTIFICATE**

All Work-Study students are required to complete W-4 Forms. These forms are available in the Payroll Office or by clicking the PDF below. The Payroll Office is located in the College Center, Room CC-181.

[W-4 2023.pdf](#)

### **2. WORK PERMIT**

Students hired under the FWS Program at Allegany College of Maryland are subject to the Child Labor Standard Act of 1966.

Therefore, work permits are required for students under the age of 18. Students may secure work permits through their high school or use this link:

<http://www.dllr.state.md.us/childworkpermit/web/content/Home.aspx> . The work permit must be completed, authorized, and returned to the Student Financial Aid Office before the first scheduled day the student is to work.

### **3. CONFIDENTIALITY STATEMENT**

Each work-study student will be required to sign a Statement of Confidentiality each year he/she is employed. This statement explains the legal prohibitions regarding dissemination of confidential information (ex: grades, account information, etc.) and the results of violating this policy. This form will be provided to you by your FWS Supervisor.

#### 4. **I-9 FORM – EMPLOYMENT ELIGIBILITY VERIFICATION WORKSHEET**

The Immigration Reform Act of 1986 requires all persons hired after November 7, 1986, to complete an Employment Eligibility Verification Worksheet (I-9 Form). This form establishes identity and eligibility for work. The student must provide one source of documentation from each column at the time the form is submitted to the Office of Human Resources.

[I-9 Fillable.pdf](#)

**Original documents must be presented – NO COPIES WILL BE ACCEPTED.**

##### **Documents that Establish Identity**

- State Issued Driver's License
- U.S. Military Card
- State Issued Identification Card with Photo

##### **Documents that Establish Employment Eligibility**

- Original Social Security Card
- Birth Certificate
- Unexpired INS Employment Authorization

#### 5. **Applicable State Withholding Form**

Students will be required to also complete the appropriate State Tax Withholding form. If your state is not listed here, please contact the Human Resources Office at 301-784-231.

[Maryland MW507.pdf](#)

[PA Residency Cert.pdf](#)

[WV State Tax WH Form.pdf](#)

Students will not be permitted to begin their Work-Study assignment until all the required forms have been completed.

#### **NUMBER OF HOURS ASSIGNED**

The amount of a student's FWS award determines the number of hours per week that a student may work; and this award must fit into the student's pre-calculated financial aid package. The award will usually allow a student to work 5 to 12 hours per week during the fall and spring semesters and up to 25 hours per week during the summer. Students are permitted to work during semester breaks as long as they will have supervision; however, under NO circumstances can students work more than 25 hours per week. FWS students are entitled to a paid 15-minute break during each four consecutive hours of work. Breaks may not be accumulated for lunch period, late arrival, or early departure. Students who work 6 or more hours in a consecutive period must take a minimum 30-minute lunch break without pay.

Both students and supervisors should be aware of budget restrictions and federal regulations which limit the amount that a student may earn to the maximum amount specified on the Award Letter. This amount **must not be exceeded**. Therefore, both the student and the supervisor must ensure that the student does not work more than the number of hours allotted per semester.

Supervisors should maintain a cumulative record of the student's earnings and remaining award amount to be worked. In addition, students may not work their spring semester award during the fall semester.

Supervisors will be sent a reminder during each semester when a work-study student has 50 hours or less to work. Otherwise, the student and supervisor are responsible for keeping track of all hours student works within a semester. In addition, the student will be sent an email reminding him or her to check the allotted hours and that he or she will not be paid for time worked over the allocated hours.

Should a student reach the specified maximum earning amount, that student will be terminated immediately without prior notice. In the event that a department has both the need and the hours available for a student to work more than the number of allotted hours, the student or supervisor must first check with the Student Financial Aid Office to determine if the program has money available to spend and the limits on the student's eligible earning capacity.


***NOTE: SUPERVISORS MAY NOT INCLUDE ANY HOURS FOR PAYMENT THAT COINCIDES WITH HOURS THAT A STUDENT IS SCHEDULED TO BE IN CLASS.***

### **TIME SHEET AND PAYMENT PROCEDURES**

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The FWS Program is an employment program. Therefore, students are paid on an "hour's pay for an hour's work" basis. The amount shown on the Offer Letter will not be available at registration for payment of tuition, but will be paid to students after the student works hours. Each work-study student will complete a time sheet and submit it to the Payroll Office via Self-Service. All time sheets must be approved by the supervisor of each student. It is the combined responsibility of the supervisor and the student to submit time sheets on time. **TIME SHEETS MUST NOT INCLUDE ANY HOUR FOR WHICH A STUDENT IS SCHEDULED TO BE IN CLASS.**

Failure to submit a signed time sheet by the specified date will result in no pay check for that pay period; those hours will be paid on the next pay period.

Students will be required to complete a Direct Deposit Authorization Form with Payroll. The Direct Deposit Authorization Form may be obtained in the Payroll Office in the College Center or here:  [Direct Deposit Form Fill-In New Logo.pdf](#) .

**NOTE:** Federal and State taxes ( Maryland and West Virginia) will be withheld if this is elected when completing the Federal W-4 Form and applicable State tax withholding forms for Maryland and West Virginia. Pennsylvania residents will have the required fixed rate deducted automatically.

All students will have FICA deducted during non-enrollment periods; for example, hours worked after the end of the semester, hours worked before a semester starts, or hours worked in the summer when not attending summer school.

Students will receive training on how to enter their time and sign their timesheets using Self-Service Time Entry after they have been assigned and all forms have been completed and returned.

### **SUPERVISOR RESPONSIBILITIES**

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Supervisors play a key role in making a student's work experience a valuable asset for future employment. Training student employees can be a rewarding experience for both the supervisor and the student.

A good supervisor must be firm, patient, and understanding. It is hoped that all supervisors will encourage student employees to develop characteristics of good judgment, dependability, initiative, good working relationships, responsibility, and most of all, pride in their work.

Please remember that work-study students can never be left unsupervised, according to federal regulations.

**Listed below are examples of specific responsibilities and rights for supervisors of student employees:**

1. Complete a Job Description and have it on file in the Student Financial Aid Office.
2. Agree on a desired work schedule with student, using the student's class schedule.
3. Define student's duties; explain job thoroughly.
4. Welcome and introduce your FWS employee to other employees in your area.
5. Explain rules and regulations relevant to your area, including appropriate dress code. If necessary, rules should be posted for student employees.
6. Give day-to-day supervision. Work-study students are not permitted to work when regular ACM employees are not at work.
7. Train the students on how to use our telephone system and what procedure is to be followed when taking messages.
8. Follow-up on work assignments.
9. Define the procedure to be used for reporting off work due to sickness and the procedure to be followed to request time off or a change in work schedule.
10. Review FERPA regulations and other confidentiality expectations with the student employee.
11. Approve student time sheets indicating actual hours worked. Time sheets must be submitted to Human Resources on the dates that are set forth each month. Supervisors may not include any hours for payment that coincide with hours that a student is scheduled to be in class.

12. Keep track of student's hours in order to ensure that the student does not work more than the number of assigned hours. ***Students will not be paid for hours worked over their allotted hours.***
13. Contact the student if the student fails to report for work and does not notify the supervisor. In the event the student does not return to work, the situation should be reported to the Student Financial Aid Office immediately.
14. Discuss with the FWS student any situation that makes the worker unsuited for the position. If no agreement can be reached, the supervisor should notify the student that a transfer will be requested.
15. Notify the Student Financial Aid Office in writing of the date and the reason for Termination of a FWS employee should this need to happen.
16. Contact the Student Financial Aid Office to request a transfer of a student worker in order for the necessary paperwork to be completed. A student will be transferred only one time.
17. Evaluate the student's work. The evaluation should be discussed with the student, and the supervisor should keep a copy of the evaluation form. Also, the supervisor may request an evaluation be done at any time during the student's employment. **(See the section entitled "Evaluations" for additional information.)**

Remember that FWS students can never work more than eight (8) hours in one day and can never work during time they are to be in class. In addition, supervisors must comply with the College's policy on Equal Opportunity and Sexual Harassment. A supervisor must also comply with the Americans with Disabilities Act, which prohibits employers from discriminating against a "qualified individual with a disability" in all aspects of employment.

FWS can never result in the replacement of college employees or employees on strike.

Finally, please remember that this work-study experience is likely the first work experience for many of our students. Keeping this in mind, supervisors should be patient and provide guidance where and when needed. Their experience here could well affect their work performances in the future.

## ***STUDENT RIGHTS***

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- You have the right to know what financial aid programs are available at your school.
- You have the right to know the deadlines for submitting the applications for each of the financial aid programs available.
- You have the right to know how financial aid will be distributed, how decisions on the distribution are made, and the basis for those decisions.
- You have the right to know how your financial need was determined. This includes how costs for tuition and fees; living expenses; travel, books, materials, supplies and equipment; personal and miscellaneous expenses; etc., are considered in your budget.
- You have the right to know what resources (such as parental contribution, other financial aid, your assets, etc.) were considered in the calculation of your need.
- You have the right to know how much of your financial need as determined by the institution has been met.
- You have the right to request an explanation of the various programs in your student aid package.
- You have the right to know the cost of attendance and the refund policy of your school.
- You have the right to know what portion of the financial aid you received must be repaid and what portion is grant aid. If the aid is a loan, you have the right to know the interest rate, the total amount that must be repaid, the repayment procedures, the length of time you have to repay the loan, and when repayment is to begin.
- You have the right to know how the school determines whether you are making satisfactory progress; and you have the right to know what happens if you are not making satisfactory progress.

## ***STUDENT RESPONSIBILITIES***

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- The student employee understands that any violation of the FERPA Law is grounds for permanent termination from the work-study program and could lead to dismissal from the College.
- The student employee must read this FWS handbook and complete all required paperwork.
- The student employee must arrange a working schedule with the supervisor in the area to which he or she is assigned. The student should have a class schedule handy in order to develop his or her work schedule.
- The student employee must maintain and keep records of his/her regular work

schedule, earnings, and earnings remaining to be worked.

- Once a work schedule has been established, the student must maintain that work schedule. If unable to do so, the student is responsible for notifying the supervisor and possibly arranging a new schedule.
- The student must be dependable. Departments and offices rely on students to be at their jobs as scheduled.
- Students should be punctual. If a student is delayed in class, offer to make up the time.
- Students are paid only for hours worked. Therefore, it is important that students maintain their work schedules.
- Students do not work when Allegany College of Maryland is closed, during holidays, or some semester breaks. (Exceptions to working during semester breaks are to be confirmed through the Student Financial Aid Office.)
- Students should adhere to rules and regulations established for student employees in their particular area.
- Students should assist supervisors in completing the monthly time sheets by the due date.
- It is important that students observe the dress code expected in a particular area.
- Students must give adequate notice to their supervisor if they plan, for any reason, to terminate their FWS job.
- Students must reapply each academic year for student financial aid.



## **SATISFACTORY ACADEMIC PROGRESS (SAP)**

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**In accordance with federal regulations, work-study students must be making SAP in order to receive Work-Study.**

**NOTE:** STUDENTS WHO ARE NOT MEETING THE ACM SAP POLICY AND BECOME TERMINATED LOSE ALL ELIGIBILITY FOR STUDENT FINANCIAL AID AT THAT POINT, INCLUDING FEDERAL WORK- STUDY. STUDENTS SHOULD BE AWARE THAT EVEN IF THEY APPEAL THEIR TERMINATION STATUS AND ARE GRANTED A SUCCESSFUL APPEAL, FWS IS NOT AUTOMATICALLY REINSTATED DUE TO LIMITED FUNDING AVAILABLE IN THIS PROGRAM.

### **POLICY**

The Allegany College of Maryland Student Financial Aid Office will establish satisfactory academic progress standards for its federal financial aid recipients in accordance with the U.S. Department of Education regulations. These standards will ensure that only those recipients demonstrating satisfactory academic progress toward the completion of their educational program will continue to receive student financial aid. To this end, the ACM Student Financial Aid Office will create and follow internal procedures in accordance with its Satisfactory Academic Progress (SAP) policy. The Student Financial Aid Office is also required to participate in institutional procedures to process and deliberate upon the appeals of students who have been terminated from financial aid for failure to meet SAP.

To be academically eligible for federal or state financial aid, a student must be making satisfactory academic progress toward his or her degree or certificate program. Allegany College of Maryland measures satisfactory academic progress as defined in the procedures that follow.

### **PROCEDURES**

#### **A. SATISFACTORY ACADEMIC PROGRESS – DEFINED:**

U.S. Department of Education regulations require the SAP policy for students receiving financial aid to be the same as or stricter than the policy used for students enrolled in the same educational program who do not receive federal aid. The policy must contain a qualitative and a quantitative measurement, as well as a measurement to ensure degree completion within 150% of the published length of a program. Therefore, Allegany College of Maryland measures satisfactory academic progress in the following three ways.

- 1. Qualitative Measurement:** Students must have a minimum cumulative grade point average related to their total hours attempted, **including remedial hours**. The specific evaluation of remedial credits is discussed under Section E.

<u>Required Cumulative GPA</u>	<u>Total Hours Attempted</u>
1.75	1-14
1.83	15-28
1.92	29-46
2.00	47+

2. **Quantitative Measurement:** Students must show a successful rate of progression through their program, measured by successful completion of 67% of all credits attempted, including accepted transfer credit hours, but excluding remedial credit hours. This measurement is evaluated on cumulative credits and is determined using the following calculation: Total Earned ours divided by Total Attempted ours.
3. **Maximum Aid Time:** Students will have a maximum time frame to receive financial aid equal to 150% of the published length of their program, calculated by multiplying 150% times the total number of credits required to graduate in the student's specific program.
4. **Mathematically Impossible to Graduate:** Students will be considered terminated from financial aid at the point he/she cannot graduate within the 150% maximum time frame. This will result in immediate termination from financial aid. This decision is appealable; and only credits required for graduation will be approved in the appeal.

Allegany College of Maryland will evaluate a student's SAP for all periods of enrollment, including summer and any terms that the student did not receive financial aid. SAP is evaluated at the end of each semester and the SAP status is effective for the student's next period of enrollment.

## **B. SAP STATUSES:**

1. **Financial Aid Warning:** status applied to a student who fails to make SAP, but who is eligible to receive financial aid for one more payment period.

A student who fails to meet the SAP policy will be placed on Financial Aid Warning for his or her next semester of attendance, during which time the student will remain eligible for financial aid. At the end of the Warning semester, the student will either be removed from the Warning status because all three of the measurements listed above have been met or will be moved to a status of Financial Aid Termination for his or her next semester of attendance.

2. **Financial Aid Termination:** status applied to a student who fails to make SAP and who is not eligible to receive financial aid for the next period of enrollment.

A student who fails to meet the SAP policy will be placed on Financial Aid Termination for his or her next semester of attendance and lose all eligibility for financial aid. A terminated student who sits out a semester will remain in Financial Aid Termination status when he or she returns as a student. In order to be removed from the

termination status, the student must meet all three of the measurements listed above or be granted a Financial Aid Appeal. Any student who is granted a Financial Aid Appeal is moved to a status of Financial Aid Probation.

- 3. Financial Aid Probation:** status applied to a student who fails to meet the SAP requirements but who has appealed the termination status and has had financial aid reinstated because of a successful appeal.

A student placed on Financial Aid Termination has the right to appeal this decision. Any student whose appeal is granted is placed on Financial Aid Probation status and is eligible to receive financial aid for one more payment period. At the end of that payment period, the student must meet the SAP requirements above or meet the requirements of his or her Academic Compliance Plan that, if followed, will ensure the student is able to meet this SAP policy by a specific point in time. During this probationary period, ACM has the right to impose coursework limitations, including both number of credit hours and specific classes, on the student in order to ensure his or her success.

Students will be notified in writing at the end of each semester if they are in a warning or termination status and if they are nearing their maximum aid time frame. This SAP policy is included with these letters. Students who are removed from Financial Aid Termination status due to successfully meeting these SAP requirements will be notified in writing, and are eligible to receive their Federal Pell Grant and other Federal Grant funds, as well as any campus-based funds, for the payment period (semester) in which they regain eligibility; however, students applying for Federal Student Loan funds are eligible to receive payment for the entire period of enrollment.

### **C. APPEAL PROCESS:**

If extenuating circumstances exist which affected the student's ability to successfully meet these SAP requirements, that student may appeal the financial aid termination status. Examples of unusual circumstances are, but not limited to, illness or injury of the student or the student's direct family member, death of a family member, family or financial difficulties, and other documented circumstances that were unexpected in nature and beyond the student's control. An appeal consists of a completed Appeal Form and an Academic Compliance Plan. Appeal forms are located online at [Allegany.edu/financial-aid/fa=appeals.html](http://Allegany.edu/financial-aid/fa=appeals.html). Students must meet with an advisor to complete the Appeal. An Academic Compliance Plan will be made and the student will then submit the completed appeal to the Student and Legal Affairs Office.

Students must include the following information in the appeal: specific reason(s) why the student failed to meet the SAP requirements and specifically what has changed in the student's situation that would allow the student to demonstrate SAP at the next evaluation period.

A student whose appeal has been approved and who is following an Academic Compliance Plan must meet the specifics of the plan. The student who fails to do so will be placed on

Financial Aid Termination. Students can, however, apply for another appeal should additional extenuating circumstances exist.

Appeals due to reaching the maximum aid time frame will require the student to have a 100% completion rate of courses (student cannot receive a grade of I, W, X, F, or R) and maintain at least a 2.00 GPA. Students who are unsuccessful will be placed on Financial Aid Termination and remain in this status until they graduate.

The Appeals Committee will only approve the appeal if it determines the student will be able to meet SAP standards at the end of the next payment period or the student has completed an Academic Compliance Plan with his advisor that, if followed, will ensure the student is able to meet SAP by a specific point in time. The Appeals Committee reserves the right to ask for additional information in making the decision. All students who appeal are notified in writing of the decision of the Appeals Committee. All decisions are final and cannot be appealed to another committee or to the Department of Education.

**D. REQUIREMENTS OF AN ACADEMIC COMPLIANCE PLAN:**

Any student who has been placed on Financial Aid Termination and who wishes to appeal this status must complete the Appeal Form and meet with his or her academic advisor to create an Academic Compliance Plan. The plan should show at what point in the future the student will be able to meet all the requirements of this SAP policy. The plan may show that the student is able to meet the requirements of this policy by the end of the next semester of enrollment or the plan may show the requirements will be met over a period of several semesters.

If the student and/or the student's advisor change(s) anything in the Academic Compliance Plan, a new Plan must be completed, signed by the student and the advisor, and then submitted to the Director of Student Financial Aid Programs before the last day to add a class for the full term.

Failure to comply will result in automatic and immediate Financial Aid Termination.

**E. OTHER REQUIREMENTS/DEFINITIONS:**

The following additional information is taken into consideration as it relates to this SAP policy:

- a. Courses in which a student receives a grade of "X", "I", "R", "F", and/or "W" will not be considered to have been completed successfully and will negatively affect the cumulative GPA. These grades will count in the calculation of the 67% completion rate and the credits will count toward the maximum aid time criteria.
- b. Repeating Coursework: Federal Financial Aid funds will pay for only one repetition of a previously passed course (Grade A, B, C, or D); however, failed classes which are repeated will be paid for indefinitely. All attempts will be counted in the calculation of the 67% completion rate and the credits will count toward the maximum aid time criteria.

- c. Federal financial aid will only pay for 30 credits of remedial coursework.
- d. Grades for remedial courses are calculated as a part of the cumulative grade point average to access a qualitative measurement; however, the remedial credits do not count toward the 67% completion and the credits do not count toward the maximum aid time criteria.
- e. Transfer students will have their maximum aid time length recalculated using the number of credit hours which Allegany College of Maryland accepts; however, we will not use transfer credits to recalculate a GPA.
- f. Pass/Fail grades will be counted as hours attempted and toward the maximum aid time criteria even though they are not calculated in the grade point average.
- g. Students who change their curriculum will not be granted an increase in the maximum aid time to receive financial aid. However, students who graduate in one curriculum and return in a new curriculum will be given additional time to complete their new program. Credit hours already earned which meet requirements for the new program will be used in determining the new time length.
- h. Students who have previously attended Allegany College of Maryland, termed "readmits," will have their prior academic record at Allegany College of Maryland reviewed to determine if a warning or termination status applies. Readmitted students' remaining financial aid eligibility under the maximum aid time stipulation will also be reevaluated.
- i. Students who have completed a program's requirements will be considered to have completed that program even if they have not officially applied for graduation. This decision is not appealable.
- j. Financial aid warning/termination status cannot be changed as a result of students who have been approved for academic amnesty (who have had courses deleted from the grade transcript). Students will be evaluated on the original grades and the original transcript.

Students who are academically dismissed do not meet satisfactory academic progress as defined in this policy.

## **PROFESSIONALISM**

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Students working at Allegany College of Maryland in any of the departments should keep in mind that they are representatives of the College, and, as such, should act professionally and courteously at all times.

Student employees should strive to be punctual and should inform their supervisors in the event that they will be late for work or absent for any reason. Supervisors should also be told when students leave the work area for any reason.

The workplace is for working - it is NOT for visiting with friends. Errands should be completed quickly and efficiently. If the student worker completes assignments and is without work to do, he/she should seek out the supervisor for further assignments. Students may study during the working hours ONLY IF THERE IS NO WORK TO BE DONE AND THE SUPERVISOR HAS GIVEN HIS/HER PERMISSION.

In addition, work-study students must refrain from using their personal cell phones during work hours.

## **TELEPHONE USE**

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One of the major responsibilities of student employees in many departments is the coverage of telephones. Telephones should be answered immediately and in the accepted fashion of the particular department involved. College telephones should not be used for personal calls.

Student employees should speak clearly and politely and always have pen and paper ready to take down a message. The caller's name should be taken before a call is transferred, and, in case the caller is disconnected, students should mention the extension number to which the call is being forwarded.

Students should always be helpful to callers and, if unable to respond to a problem, should attempt to forward the call to someone who might be able to help. Written telephone messages should include the date and time of the call, the caller's name and phone number, and any message given.

The most reliable method for students to ensure that their behavior is both efficient and courteous is to place themselves in the caller's place and act in the professional manner befitting a representative of the college.

## ***EVALUATIONS***

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Students will be evaluated once per year by their supervisor. The purpose of evaluating a student's work performance is to assess and improve the student's work experience at Allegany College of Maryland.

Since the evaluation is a participative effort between the supervisor and student, the supervisor should discuss the evaluation form with each student employee. After the discussion, the student must sign the form indicating agreement or disagreement with the evaluation. The supervisor then signs the form and returns it to the Student Financial Aid Office by email or in a sealed envelope marked "Confidential" to the Financial Aid Coordinator.

If a student works for a short period of time or is no longer working in an area, supervisors should return a completed evaluation form without the student's signature. If a supervisor feels that an evaluation cannot be made, that information should be indicated on the evaluation form and returned to the Student Financial Aid Office for the student employee's file.

The completed evaluation form is an important part of the student employee's file. The evaluation is used for referrals to other job openings and as a reference should a potential future employer call the Student Financial Aid Office.

**NOTE: A FWS student may be terminated immediately based on the results of his or her evaluation.**

## ***TRANSFERS***

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Sometimes a student will request a transfer to another Work-Study position or a supervisor will request that a work-study student be transferred.

The ideal time to request a transfer is at the end of the semester. This will allow the Student Financial Aid Office sufficient time to replace the transferring student.

If circumstances exist that require a student to be transferred during the semester, the student must provide the Student Financial Aid Office with a written release from the supervisor. The supervisor must understand that, due to funding constraints, a Work-Study replacement may not be available at the time of release.

If a student is granted a transfer, the Student Financial Aid Office reserves the right to reassign the student to an area which is still in need of work-study assistance. A student will be transferred only one time.



## **TERMINATION OF STUDENT EMPLOYEES**

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Student employment positions demand the same attention and responsibility due any form of employment. Students must behave and perform duties in a manner conducive to a professional environment. Any student who fails to meet the requirements and responsibilities of a position after sufficient notification by the supervisor may be terminated from the FWS program.

**Some of the major reasons for termination of student employees are, but not limited to:**

- Poor evaluation (If any **one** category is rated "below average" termination **is possible** and at the discretion of the supervisor and/or Financial Aid Coordinator.)
- Poor attitude or insubordination
- Violation of confidentiality of student records/information
- Failure or inability to perform required tasks
- Falsification of time sheets
- Repeated tardiness
- Theft or embezzlement
- Destruction of College property
- Threats or use of physical force
- Illegal activities on College property
- Being banned from campus
- Acts and/or allegations of sexual harassment

Any student who has been terminated from a Work-Study position has the right to appeal that termination. To file the official appeal, students should contact the Office of Student and Legal Affairs, located in the College Center.

The Student Financial Aid Office may terminate or modify a work-study award if that student no longer meets the FWS Eligibility Requirements. Examples are:

- Failure to meet the SAP standards
- Changes in enrollment status
- Changes in cost of attendance which result in no financial need
- Receipt of other monies which cause a financial aid over-award

## **INJURIES INCURRED BY STUDENT EMPLOYEES**

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In the case of a job-related injury to a student employee, the student's supervisor should be notified immediately. The supervisor must then immediately contact the Human Resources Office, located in the College Center. The student will be required to complete an accident report in case medical bills are incurred which require processing through the Workmen's Compensation insurance carrier.

## ***GRIEVANCE PROCEDURES***

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Students who have an issue with something that relates to their FWS position should first speak with their supervisor. Most all problems can be solved this way.

However, if the supervisor cannot solve the problem or the problem is serious and involves the supervisor, the student should contact the Student Financial Aid Office, who will determine the next course of action.

If the Student Financial Aid Office cannot resolve the problem through informal negotiations, the student has the right to file a grievance. A grievance is a written complaint alleging that a supervisor violated a specific policy of ACM. Use the link below to complete the grievance process.

<https://www.allegany.edu/human-resources/personnel-policies-03/03-07-conduct-and-discipline/03.07.011-GrievancePolicyandProcedures.pdf>

Students who believe they have been sexually harassed or illegally discriminated against should contact the ACM Human Resources Office immediately, located in the College Center.

## ***CLOSING***

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In closing, we wish you every success as you become an ACM work-study employee. Should you have any questions about this handbook or the FWS program, please contact our office at 301-784-5213, via email at [studentfinancial@allegany.edu](mailto:studentfinancial@allegany.edu), or visit us in the office, located in the College Center.

***Congratulations on being selected for the FWS program!***