

**WEST VIRGINIA  
SECRETARY OF STATE  
JOE MANCHIN, III  
ADMINISTRATIVE LAW DIVISION**

Form #3

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OFFICE WEST VIRGINIA  
SECRETARY OF STATE

**NOTICE OF AGENCY APPROVAL OF A PROPOSED RULE  
AND  
FILING WITH THE ~~LEGISLATIVE RULE-MAKING REVIEW COMMITTEE~~ *LOCEA***

AGENCY: Higher Education Policy Commission TITLE NUMBER: 133

CITE AUTHORITY: West Virginia Code §18C-5-7

AMENDMENT TO AN EXISTING RULE: YES  NO

IF YES, SERIES NUMBER OF RULE BEING AMENDED: \_\_\_\_\_

TITLE OF RULE BEING AMENDED: \_\_\_\_\_

IF NO, SERIES NUMBER OF RULE BEING PROPOSED: Series 6

TITLE OF RULE BEING PROPOSED: Higher Education Adult Part-Time Student (HEAPS)  
Grant Program

THE ABOVE PROPOSED LEGISLATIVE RULE HAVING GONE TO A PUBLIC HEARING OR A PUBLIC COMMENT PERIOD IS HEREBY APPROVED BY THE PROMULGATING AGENCY FOR FILING WITH THE SECRETARY OF STATE AND THE ~~LEGISLATIVE RULE-MAKING REVIEW COMMITTEE~~ *LOCEA* FOR THEIR REVIEW.

  
Authorized Signature

\$4.00



WEST VIRGINIA  
H I G H E R  
E D U C A T I O N  
P O L I C Y  
C O M M I S S I O N

John R. Hobfitzell  
Chairman

J. Michael Mullen  
Chancellor

October 19, 2001

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2001 OCT 22 P 3:21  
OFFICE WEST VIRGINIA  
SECRETARY OF STATE

The Honorable Joe Manchin  
Secretary of State  
State Capitol  
Charleston, WV 25305

Dear Secretary Manchin:

On behalf of the Higher Education Policy Commission, I am forwarding notices of adoption of a Legislative Rule under Title 133, Series 6: Higher Education Adult Part-time Student (HEAPS) Grant Program and Series 8: Personnel Administration. These rules were approved by the Higher Education Policy Commission at its October 19, 2001, meeting.

Sincerely,

J. Michael Mullen  
Chancellor

/jd

**TITLE 133  
LEGISLATIVE RULE  
HIGHER EDUCATION POLICY COMMISSION**

**SERIES 6**

**TITLE: HIGHER EDUCATION ADULT PART-TIME STUDENT (HEAPS) GRANT PROGRAM**

**SECTION 1: GENERAL**

- 1.1. Scope: This rule establishes guidelines and procedures which will direct the operation of the Higher Education Adult Part-time Student Grant Program, hereinafter referred to as HEAPS.
- 1.2. Authority: West Virginia Code § 18C-5-7
- 1.3. Filing Date:
- 1.4. Effective Date:

**SECTION 2: PURPOSE**

- 2.1. The intent of the legislation creating HEAPS is to encourage and enable needy West Virginia students, who have been out of high school for at least two years and who desire to continue their education on a part-time basis at the postsecondary level, to pursue their educational goals. The intent also is to award grants to needy students who have graduated from high school within the past two years and who are enrolling in a postsecondary certificate, industry recognized credential, or other skill development programs in a demand occupation in the State. These HEAPS Grants, by providing an incentive for additional education and training, will improve the work force of West Virginia.

**SECTION 3: FUNDING**

- 3.1. A special revenue fund known as the Higher Education Adult Part-time Student Grant Program Fund will be created in the State Treasury to be administered by the vice chancellor for administration of the Higher Education Policy Commission.
- 3.2. Funding received from legislative appropriations and moneys received for this program from all other sources will be deposited into this account.
- 3.3. Any moneys remaining in the fund at the close of a fiscal year shall be carried forward to use in the next fiscal year.

- 3.4. Fund balances may be invested in the state's consolidated investment fund.
- 3.5. Seventy-five percent of each year's appropriation shall be allocated to participating institutions as listed in Sections 5.3.1. through 5.3.6. of this rule based on prior year part-time enrollment at said institutions. The pro-rated share of funds shall be distributed directly to the individual institution.
  - 3.5.1. Pro-rated funds may be distributed directly to the community college components of four-year institutions where deemed appropriate by the vice chancellor for administration.
  - 3.5.2. The vice chancellor for administration may redistribute uncommitted funds within an award year.
  - 3.5.3. Any funds not expended by the institution at the end of each fiscal year will be returned to the vice chancellor for administration for awarding in subsequent years.
- 3.6. Twenty-five percent of each year's appropriation shall be reserved for awarding to students enrolled in postsecondary certificate, industry recognized credential and other skill development programs of study.
  - 3.6.1. Educational entities offering such courses/programs and desiring to participate in HEAPS must apply to the vice chancellor for administration.
  - 3.6.2. If a determination is made that it is not feasible to award twenty-five percent of the appropriation for this purpose, the vice chancellor for administration may allocate less than twenty-five percent of funds for such grants after giving written notice to the Legislative Oversight Commission on Education Accountability.
- 3.7. Up to four percent of the amount awarded each year may be used by the Higher Education Policy Commission for administration expenses and HEAPS information dissemination.

#### **SECTION 4: ADMINISTRATION**

- 4.1. The HEAPS Program shall be administered by the vice chancellor for administration.
- 4.2. Each participating institution shall determine whether a HEAPS applicant meets the eligibility criteria.
  - 4.2.1. Each institution shall make awards according to criteria set forth in these rules and deliver the grant amount to the student awarded.

- 4.2.2. Participating institutions shall maintain and retain such records as the vice chancellor for administration may deem necessary to administer this program and track recipients.
- 4.3. The vice chancellor for administration shall determine an appropriate process for awarding funds allocated under Section 3.6. of this rule. This may include allocations to educational entities or awards to students.

## **SECTION 5: ELIGIBILITY CRITERIA**

- 5.1. A person is eligible for consideration for a HEAPS grant if the person:
  - 5.1.1. Demonstrates that he or she has applied for, accepted, or both, other student financial assistance in compliance with federal financial aid rules, including the Federal Pell Grant.
    - 5.1.1.1. Applicant must submit the federally approved application for student aid; provided, that persons applying for funds to enroll in a postsecondary certificate, industry recognized credential or other skill development program in a demand occupation may apply by completing an abbreviated need analysis form as approved by the vice chancellor for administration.
  - 5.1.2. Qualifies as an independent student according to current federal financial aid criteria unless he or she is enrolling in a postsecondary certificate, industry recognized credential or other skill development program in a demand occupation in the State.
    - 5.1.2.1. Number of dependents may be a consideration.
  - 5.1.3. Demonstrates financial need for funds, as herein defined;
    - 5.1.3.1. Need shall be defined as cost of education as determined by the institution less expected family contribution (EFC) or where an abbreviated need analysis form is accepted, need shall be defined by the vice chancellor for administration.
    - 5.1.3.2. EFC as calculated by the U. S. Department of Education for Title IV federal student aid awarding will be used in determining need.
    - 5.1.3.3. Institutional aid officers, in consultation with the vice chancellor for administration, may determine whether the applicant has any personal hardship that should be taken into consideration in determining the applicant's eligibility. In the event the institution or other educational provider does not have a financial aid

administrator on staff, this determination may be made by the vice chancellor for administration.

- 5.1.4. Has not been enrolled in a high school diploma program, other than general education development (GED), for at least the two preceding years unless the person applies the grant toward the cost of enrolling in a postsecondary certificate, industry recognized credential or other skill development program in a demand occupation in the State;
- 5.1.5. Is a state resident and may not be considered a resident of any other state;
  - 5.1.5.1. State resident means a student who has lived in West Virginia continuously for a minimum of twelve months immediately preceding the date of application for a HEAPS grant or renewal of a grant and meets the standards of West Virginia domicile as defined by the residency policies of the Higher Education Policy Commission.
- 5.1.6. Is a United States citizen or permanent resident thereof;
- 5.1.7. Is not incarcerated in a correctional facility;
- 5.1.8. Is not in default on a higher education loan;
- 5.1.9. Is in compliance with the Military Selective Service Act;
- 5.1.10. Is enrolled or accepted for enrollment part-time in a program of study at less than the graduate level with a goal of attaining a certificate, an associate degree, a bachelor's degree, or an industry commonly recognized credential; and
- 5.1.11. Is making satisfactory progress at the time of application.
  - 5.1.11.1. Satisfactory progress for a first time award means being accepted for enrollment by the institution the applicant plans to attend.
  - 5.1.11.2. Thereafter, a recipient must maintain a cumulative grade point average of at least 2.0 on a 4.0 scale or its equivalent for the courses taken after a HEAPS Grant has been received and meet the academic progress requirements at the institution he or she is attending.
  - 5.1.11.3. In the case of postsecondary certificate, industry recognized credential, and other skill development programs, satisfactory progress means continuous advancement toward completion of the program on the normal schedule established for that program.

- 5.2. Part-time means enrollment for not less than six nor more than eleven semester or term hours or its equivalent as determined by the vice chancellor for administration; *Provided*, that for no more than two semesters during the recipient's ten years of eligibility, the recipient may be considered to be enrolled part-time if he or she is enrolled for three or more semester or term hours or its equivalent.
  - 5.2.1. For postsecondary certificate, industry recognized credential, and other skill development programs in demand occupations in the State, part-time means enrollment on such basis as is established for the program.
- 5.3. Eligible institution of higher education means an institution of a type listed in this section that is eligible to participate in the Federal Pell Grant Program. This eligibility requirement may be waived by the vice chancellor for administration if, after thorough investigation and proper documentation, he or she determines that an institution has the staff and capability to properly administer HEAPS. Types of eligible institutions of higher education include:
  - 5.3.1. community college as defined in W.Va. Code § 18B-1-2;
  - 5.3.2. community and technical college, as defined in W.Va. Code § 18B-1-2;
  - 5.3.3. adult technical preparatory education program or training, as that term is defined in W. Va. Code § 18B-2c-2(c);
  - 5.3.4. state college or university as defined in W.Va. Code § 18B-1-2;
  - 5.3.5. approved institution of higher education as defined in W. Va. Code § 18C-5-2;
  - 5.3.6. any approved distance education, including world wide web based courses;
    - 5.3.6.1. Approved distance education is defined as a course of study offered via electronic access that has been approved for inclusion in the applicant's program of study by the eligible institution at which the applicant is enrolled or accepted for enrollment.
    - 5.3.6.2. Approved distance education classes must be authorized by an eligible institution with course credits transferred back to that institution. The vice chancellor for administration shall establish appropriate disbursement procedures for distance education classes.
- 5.4. Each HEAPS grant is eligible for renewal until the program of study is completed but not to exceed an additional nine years beyond the first year of the award.

## **SECTION 6: ADDITIONAL PROGRAMS AND COURSES**

- 6.1. These courses and programs may be offered by the eligible institutions listed in Section 5.3 and by other educational entities and include:
  - 6.1.1. Programs and courses offered by any nationally accredited, degree-granting institution of higher learning permitted pursuant to Section five, Article three, Chapter eighteen-b of the Code of West Virginia.;
    - 6.1.1.1. These courses and programs must be approved by the West Virginia Council for Community and Technical College Education (WVCCTCE).
  - 6.1.2. Postsecondary Certificate Program which means an organized program of study, approved by WVCCTCE, with defined competencies or skill sets that may be offered for credit or non-credit and which culminate in the awarding of a certificate.
  - 6.1.3. Industry Recognized Credential Program which means an organized program that meet nationally recognized standards in a particular industry, is approved by WVCCTCE, and which earn a certificate or other credential commonly recognized in that industry.
  - 6.1.4. Demand Occupation which means any occupation having documented verification from employers that job opportunities in that occupation are currently available or are projected to be available within a year in West Virginia or regions of the State.
    - 6.1.4.1. Demand Occupations shall be identified by the WVCCTCE. The Council shall prepare and update annually a list of occupations that they determine meet the requirements of this definition.
  - 6.1.5. Skill Development Program which means a structured sequence or set of courses, approved by WVCCTCE, with defined competencies that are designed to meet the specific skill requirements of an occupation and which culminates in the awarding of a certificate of completion that specifically lists the competencies or skills mastered.
  - 6.1.6. Eligible institutions listed in Sections 5.3.1. through 5.3.6. do not need WVCCTCE approval for Postsecondary Certificate Programs, Industry Recognized Credential Programs, or Skill Development Programs but all other institutions must have Council approval for such programs.

## **SECTION 7: AMOUNT OF GRANT**

- 7.1. The award for a student enrolled in an institution operated under the jurisdiction of

an agency of the state or a political subdivision thereof shall be based upon the actual cost of tuition and fees.

- 7.2. For students enrolled in any other eligible institution, program, or course, the HEAPS award shall be no greater than the average amount charged for comparable training at institutions designated in Item 7.1.
- 7.3. Total aid, including the HEAPS award, may not exceed the recipient's total cost of education as defined by the institution being attended.

## **SECTION 8: AGREEMENT TO PARTICIPATE AND REPORTS**

- 8.1. In order for an institution to participate in the HEAPS Program, the president or the chief executive officer and the financial aid officer must sign an agreement to participate. This agreement will outline duties of the institutions, including, but not limited to:
  - 8.1.1. Developing policies and procedures for the operation of the HEAPS Program, covering at a minimum:
    - 8.1.1.1. Methods to determine if students meet the eligibility criteria for a HEAPS award;
    - 8.1.1.2. Guidelines for student awarding when funds are insufficient to award all eligible applicants;
    - 8.1.1.3. Delivering awards to eligible students;
    - 8.1.1.4. Reporting the number of part-time students in a course of study leading to the certificate or degree program and enrolled for six to eleven hours or its equivalent (for determining fund distribution for the coming year). This information will be reported on a form and within a deadline designated by the vice chancellor for administration;
    - 8.1.1.5. Reporting annually the number of HEAPS awards made, the total amount of dollars awarded, and such other information as is requested by the vice chancellor for administration. This information will be made on a form and within a deadline designated by the vice chancellor for administration.
- 8.2. The vice chancellor for administration shall prepare an annual report on the status of the HEAPS Grant Program. This report shall be presented to the Legislative Oversight Commission on Education Accountability no later than December 1 of each year.

## **SECTION 9: AUDITS**

- 9.1. Participating institutions shall be subject to such audits and program reviews as may be required by the vice chancellor for administration.