

BridgeValley Community and Technical College  
Financial Aid Office

**2015-2016 Maximum Hour Financial Aid Suspension Appeal Process**

To receive financial aid administered by BridgeValley Community and Technical College, you must be making satisfactory academic progress (SAP) toward completion of an eligible degree. For this reason, your SAP for financial aid is calculated each semester to verify that you have met all standards.

Regulations state that you must complete your program within 150% of the published credit length of your degree program. You will not be eligible for financial aid once you have **attempted** more than 150% of the published credit length. All credit hours throughout your academic history, even from periods in which you may not have received financial aid, will be included in the calculation. A certificate program requires 30 credit hours; therefore, you are allowed to attempt a maximum of 45 credit hours. An associate degree program requires 60 credit hours; therefore, you are allowed to attempt a maximum of 90 credit hours.

BridgeValley's Satisfactory Academic Progress policy is outlined below and is available on our website.

**Associate Degree**

Hours Attempted	Cumulative GPA Required	Completion Ratio Required
0-29	1.50	50%
30-44	1.75	58%
45+	2.0	67%

**Certificate Degree**

Hours Attempted	Cumulative GPA Required	Completion Ratio Required
0-15	1.75	60%
16+	2.0	67%

\*\*Attempted hours are considered all credit hours in which you were enrolled, including remedial, repeated, incomplete, failed, withdrawn and transfer courses.\*\*

**INSTRUCTIONS:**

- IF YOU DID NOT MEET THE PROGRESS REQUIREMENTS because you had unusual circumstances, you may file an appeal with our office. You will need to demonstrate the unusual circumstances beyond your control. These circumstances should be one time occurrences that are not likely to be repeated.
- READ THE INSTRUCTIONS CAREFULLY. All forms and documentation must be submitted by the respective deadline. Incomplete appeals will not be reviewed. Appeals received after the deadline will be considered for the next semester.
- PROCESSING TIME WILL VARY. Appeals are reviewed within 15 business days of receipt. You will be notified in writing once a decision has been made; however, you may track the processing of your appeal through your MyBridge account.
- TIMING OF YOUR APPEAL FILING IS IMPORTANT. If you file late, you must pay your own tuition by the tuition due date or you will be dropped from your courses for nonpayment. **Do not rely on the success of your appeal for tuition payment.** You must attend all of your classes while awaiting your appeal decision but, be aware that if your appeal is denied you will be responsible for paying all charges from your own resources.
- AN APPEAL DOES NOT GUARANTEE A FULL AWARD. If you did not meet the academic progress requirements, you have lost your financial aid eligibility which may include all of the aid that was offered to you for the remainder of the academic year. If your eligibility is reinstated through an appeal, we will award you with the funds we currently have available.
- IF YOUR APPEAL IS DENIED, your current or future offer of aid is subject to cancellation, and no aid (grants or loans) can be paid to you.

BridgeValley Community and Technical College  
Financial Aid Office  
**2015-2016 Maximum Hour Financial Aid Suspension Appeal Form**

\_\_\_\_\_  
Last Name, First Name, M.I.

\_\_\_\_\_  
Student ID Number

\_\_\_\_\_  
Telephone Number (Including Area Code)

\_\_\_\_\_  
Email Address

Please use this form, along with required supporting documentation, to appeal the suspension of your financial aid eligibility resulting from your failure to meet BridgeValley's minimum standards for Satisfactory Academic Progress (SAP). Only valid appeals with documented extenuating circumstances will be reviewed by the Financial Aid Office. Be sure to add your name and student id number to all forms of documentation submitted.

Complete this packet to appeal your Financial Aid Suspension. Incomplete appeals will not be reviewed.

**DESCRIPTION OF EXTENUATING CIRCUMSTANCES AND REQUIRED DOCUMENTATION**

I wish to appeal the suspension of my financial aid for the reason(s) indicated below:

- MEDICAL:** If a personal medical problem contributed to your failure to maintain SAP, attach documentation that includes treatment dates from a medical professional from whom you have received treatment.
- DEATH/ILLNESS:** If the death or illness of an immediate family member contributed to your lack of SAP, please attach appropriate copies of medical records, death certificate, obituary, etc.
- DISASTERS:** If events such as fire, flood, earthquake, earth tremors, etc. have occurred you must provide insurance claims or other documentation verifying the date of the disaster.
- SIGNIFICANT TRAUMA THAT IMPAIRED YOUR EMOTIONAL AND/OR PHYSICAL HEALTH:** Provide a detailed explanation regarding the specific circumstances of your condition. Include dates and what you have done to overcome your condition. Attach supporting documentation from a third party; physician, social worker, counselor, police, attorney, etc. Explain how the situation has changed to such an extent that it will not impair your future academic performance.
- WORK RELATED DIFFICULTIES:** If the loss or change in employment impaired your performance you must provide a letter from employer that verifies the dates and duration of the occurrence. The statement should specifically address work related difficulties and timeframes for with difficulty existed and how the work situation has changed to such an extent that it should not significantly impair future academic performance.
- OTHER CIRCUMSTANCES:** Please clearly state the circumstances (not listed above) in your appeal letter and provide appropriate documentation. Explain how the situation has changed to such an extent that it will not impair your future academic performance.
- PREVIOUS BACHELORS DEGREE:** You must have documentation on file with our Admissions Office.
- PREVIOUS ASSOCIATE DEGREE:** You must have documentation on file with our Admissions Office.

**Note: Circumstances related to the typical adjustment to college life, such as working while attending school, financial issues related to paying bills, and/or car maintenance/travel to campus, are not considered as extenuating for purposes of appealing.**

\_\_\_\_\_  
Last Name, First Name, M.I.

\_\_\_\_\_  
Student ID Number

The following requirements must be submitted to the Financial Aid Office for your appeal to be reviewed:

1. A completed Appeal Form
2. A signed, formal, personal statement explaining your extenuating circumstances
3. Supporting documentation that supports your extenuating circumstances
4. An explanation of steps that will be taken to ensure that the minimum SAP standards will be met
5. An academic plan completed and signed by your Academic Advisor

**STEPS FOR ACHIEVING SAP:**

- Current Major: \_\_\_\_\_
- Anticipated Graduation Date: \_\_\_\_\_
- I need to complete \_\_\_\_\_ credit hours to graduate.
- My current GPA is \* \_\_\_\_\_
- My GPA should be \_\_\_\_\_ according to SAP standards.
- I have attempted\* \_\_\_\_\_ credit hours throughout my academic history.
- I have successfully completed \* \_\_\_\_\_ credit hours throughout my academic history.

\*For continuing students, academic information may be found on your MyBridge account. Select the following menu items; Student Information, then Student Records, and then Academic Transcript. After you hit Submit, towards the bottom you will find the Transcript Totals section with your cumulative GPA and credit hours.

- My current Completion Percentage is \*\* \_\_\_\_\_ %
- My Completion Percentage should be \_\_\_\_\_ % according to SAP standards.

\*\*To calculate your completion percentage you take the total hours you passed and divide it by the total hours you attempted.

Please check the box for all of your **strategies**, including any plans you have or will need to have, which will help to achieve the Standards of Academic Progress, as well as, graduate in your stated program. A signature from the appropriate faculty or staff member must be provided signifying that you made contact with them.

- Seek assistance from the Student Success Center: School Official's Signature \_\_\_\_\_
  - Tutoring Services
- Seek assistance from Student Services: School Official's Signature \_\_\_\_\_
  - Disability Services
  - Counseling Services
  - Attend a mandatory Academic Success Workshop
- Seek assistance from Academic Affairs: School Official's Signature \_\_\_\_\_
  - Academic Advisor
  - Professors
- Seek assistance from Records and Registration: School Official's Signature \_\_\_\_\_
  - Academic Forgiveness
  - D/F Repeat
- Other: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Last Name, First Name, M.I.

\_\_\_\_\_  
Student ID Number

**STUDENT CERTIFICATION:**

I understand that appeal decisions are made on a case-by-case basis. I understand the submission of this form does not constitute an approval of my appeal and that I must still make payment arrangements.

I understand if my appeal is:

- DENIED, I will not receive financial aid and will make alternative payment arrangements. By signing below, I understand that decisions are processed on a case-by-case basis and the Financial Aid Office may deny any SAP appeal. I also understand that the decision of the appeal is final. I understand that in order to regain my financial aid eligibility I must meet the federal SAP requirements.
- APPROVED, I will be granted aid on a probationary status. By signing below, I understand that in order to continue my eligibility I will be expected to meet all SAP requirements. I will maintain a semester GPA of at least 2.0 and not withdraw or fail to receive credits for classes enrolled. I will only enroll in hours that are recognized as required courses towards graduation.

I understand that if I do not meet these requirements I will be ineligible to receive financial aid and will be responsible for payments toward my student bill until I meet all satisfactory academic progress standards.

By signing below, I am certifying that I have read the information listed above and that I understand the conditions required in order for my financial aid appeal to be granted. I also understand that failure to complete these requirements may result in the loss of my financial aid.

I hereby certify that all information contained in this appeal, including the personal statement and documentation, is true and complete to the best of my knowledge. I am aware that falsified documentation will result in an immediate denial of my appeal.

Student Signature: \_\_\_\_\_ Date of Application Submission: \_\_\_\_\_



Semester 4

Course Name	Credit Hours/Grade Needed to Graduate

Semester 5

Course Name	Credit Hours/Grade Needed to Graduate

Semester 6

Course Name	Credit Hours/Grade Needed to Graduate

Semester 7

Course Name	Credit Hours/Grade Needed to Graduate

Semester 8

Course Name	Credit Hours/Grade Needed to Graduate

ADDITIONAL COMMENTS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

By signing, I certify that I have discussed the academic plan contained in this recommendation with the student.

Academic Advisor: \_\_\_\_\_ Date: \_\_\_\_\_

Student: \_\_\_\_\_ Date: \_\_\_\_\_

**BridgeValley Community and Technical College**

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Montgomery, WV 25136

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South Charleston, WV 25303

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