

BridgeValley Community and Technical College  
Financial Aid Office

## 2022-2023 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. 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	Maximum Credit Hours
0-29	1.50	67%	90
30-44	1.75	67%	90
45+	2.0	67%	90

### Certificate Degree

Hours Attempted	Cumulative GPA Required	Completion Ratio Required	Maximum Credit Hours
0-15	1.75	67%	45
16+	2.0	67%	45

\*\*Attempted hours are considered all credit hours in which you were enrolled. All credit hours attempted at BridgeValley, including repeated courses with a grade of "F", "W", "I" or "IP" and all transfer hours accepted by BridgeValley Community and Technical College that were pursued at a previous institution will be counted in the determination of hours attempted.\*\*

### MAXIMUM HOUR SUSPENSION APPEAL 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.**
- PROCESSING TIME WILL VARY. 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 IS IMPORTANT. **Do not rely on the success of your appeal for tuition payment or to purchase textbooks.**
- 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.

### **THE FOLLOWING REQUIREMENTS MUST BE SUBMITTED 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 ACADEMIC PLAN COMPLETED AND SIGNED BY YOUR ACADEMIC ADVISOR

BridgeValley Community and Technical College  
Financial Aid Office  
**2022-2023 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.

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.

Incomplete appeals will not be reviewed.

**STEP 1. EXTENUATING CIRCUMSTANCES: Completed by Student**

Mark each circumstance that pertains to your specific situation. You must be able to provide the required documentation as explained. If you cannot provide documentation, please explain why in your personal statement.

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 which 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

## **STEP 2. ACADEMIC SUMMARY: Completed by Student**

- Current Major: \_\_\_\_\_
- Associate Degree or Certificate Degree: \_\_\_\_\_
- Anticipated Graduation Date: \_\_\_\_\_

\*For current 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 GPA is \_\_\_\_\_.
- My GPA should be \_\_\_\_\_ according to SAP standards.
- I have attempted \_\_\_\_\_ credit hours throughout my academic history.
- I have successfully completed (passed) \_\_\_\_\_ credit hours throughout my academic history.
- I need to complete \_\_\_\_\_ credit hours to graduate.

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

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

## **STEP 3. PERSONAL STATEMENT REQUIREMENT: Completed by Student**

**You must attach a signed, formal personal statement explaining your extenuating circumstances.**

In this statement, you must address each of the following items:

- Your reason for exceeding the maximum timeframe for completion of your degree level.  
\*\*If you are seeking a second major, or completed a change of major, that resulted in you exceeding the maximum timeframe requirement, please fully explain your reasoning for that choice.
- Your reason for poor performance for each semester if you failed or withdrew from classes in the past.
- Your resolution to the situation with an explanation as to how it will not affect you again.
- Your detailed plan of action to ensure you are successful in all future classes.
- Your current support systems and how they will assist in your success. \*\*Support systems include mental/emotional, motivation, physical, relationships (family/friends), and financial.  
Note: You are on financial aid suspension, so financial aid cannot be included as a support system.

**You must provide supporting documentation of the extenuating circumstance(s) in your statement.**

#### **STEP 4. STUDENT CERTIFICATION: Completed by Student**

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 full payment of all tuition, fee and bookstore charges, each semester, I 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: \_\_\_\_\_

**\*\*\* You must print this form to sign it \*\*\***

BridgeValley Community and Technical College  
Financial Aid Office

**2022-2023 Maximum Hour Financial Aid Suspension Academic Plan**

**ADVISORS-** A student's appeal will only be considered with the submission of a completed academic plan developed by the student and his or her advisor.

The plan must demonstrate an outline of the coursework needed to COMPLETE HIS OR HER DEGREE.

**SECTION 1-STUDENT INFORMATION**

Student's Name: \_\_\_\_\_ Student ID: \_\_\_\_\_ Anticipated Graduation Date: \_\_\_\_\_

Current Major: \_\_\_\_\_ Associate or Certificate: \_\_\_\_\_ Student's Cumulative GPA: \_\_\_\_\_

**SECTION 2-ACADEMIC PLAN**

Develop a plan that includes the classes and grades he or she must earn to complete the current degree.

If the student is enrolled in a certificate program, the plan may not exceed the equivalence of two full time semesters or four part time semesters.

If the student is enrolled in an associate degree program, the plan may not exceed the equivalence of four full time semesters or eight part time semesters.

ONLY OUTLINE THE COURSES NEEDED TO COMPLETE THE STUDENT'S CURRENT DEGREE.

Semester 1: \_\_\_\_\_ Full Time or Part Time: \_\_\_\_\_

Course Name and Credit Hours	Grade Needed to Graduate with 2.0 or higher GPA
Example: Math 110/ 3 Hours	B or Higher

Semester 2: \_\_\_\_\_ Full Time or Part Time: \_\_\_\_\_

Course Name and Credit Hours	Grade Needed to Graduate with 2.0 or higher GPA

Semester 3: \_\_\_\_\_ Full Time or Part Time: \_\_\_\_\_

Course Name and Credit Hours	Grade Needed to Graduate with 2.0 or higher GPA

Semester 4: \_\_\_\_\_ Full Time or Part Time: \_\_\_\_\_

Course Name and Credit Hours	Grade Needed to Graduate with 2.0 or higher GPA

Semester 5: \_\_\_\_\_

Full Time or Part Time: \_\_\_\_\_

Course Name and Credit Hours	Grade Needed to Graduate with 2.0 or higher GPA

Semester 6: \_\_\_\_\_

Full Time or Part Time: \_\_\_\_\_

Course Name and Credit Hours	Grade Needed to Graduate with 2.0 or higher GPA

Semester 7: \_\_\_\_\_

Full Time or Part Time: \_\_\_\_\_

Course Name and Credit Hours	Grade Needed to Graduate with 2.0 or higher GPA

Semester 8: \_\_\_\_\_

Full Time or Part Time: \_\_\_\_\_

Course Name and Credit Hours	Grade Needed to Graduate with 2.0 or higher GPA

ADDITIONAL COMMENTS:     Please include any comments about the academic plan here.    

---



---



---



---



---



---

By signing, we certify that we have discussed this academic plan and have agreed upon this recommendation.

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

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

**\*\*\* You must print this form to sign it \*\*\***

**BridgeValley Community and Technical College**

[finaid@bridgevalley.edu](mailto:finaid@bridgevalley.edu)

Fax: 304-982-8022

**Montgomery Campus**  
619 2nd Avenue  
Montgomery, WV 25136  
Telephone: 304-205-6600

**South Charleston Campus**  
2001 Union Carbide Drive  
South Charleston, WV 25303  
Telephone: 304-205-6600