

## General Information and Requirements

### Warning and Suspension

The GPA and percentage standards will be checked at the end of each semester and become effective immediately. Students not in compliance with grade point average and/or percentage standards for the first time will automatically be given a warning period of one semester, during which they will have eligibility for financial aid. Those who are given a warning period will be notified in writing. **Each student is offered only one warning period.**

Students failing academic progress after the warning period are suspended from financial aid eligibility and will be notified in writing. Students may appeal suspension of financial aid based on special circumstances which include, but are not limited to, death of a close relative or injury or illness of the student. The student must provide documentation of the appeal circumstances. All appeals are considered on a case by case basis and a letter of appeal must be submitted, with documentation, to the Financial Aid Office at least one week prior to the appeal date listed in the suspension letter.

A student with a large number of transfer hours may need to submit an appeal, which includes an expected date of graduation and an academic plan. The academic plan must be signed by the academic advisor or the Office of Student Success and show courses needed to complete the degree or certificate program, as financial aid will cover only those classes needed to complete the program.

## Academic Forgiveness

Any student who has petitioned to the Registrar's Office to have grades forgiven should have a copy of the approval forwarded to the Financial Aid Office.

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Students admitted or re-admitted on academic probation may not meet GPA standards and must appeal to have financial aid eligibility reviewed.

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Note: It is suggested students refer to policies related to Academic Probation and Suspension in the Blue Ridge Catalog.

[www.blueridgectc.edu/course\\_catalog.htm](http://www.blueridgectc.edu/course_catalog.htm)

### REGAINING FINANCIAL AID ELIGIBILITY

If a student becomes ineligible for federal or state financial aid, the student can regain eligibility by (1) achieving a minimum 2.0 GPA and/or (2) achieving the required percentage of credit hours attempted. A student must complete courses at his or her own expense. Eligibility cannot be re-established simply by being out of school for a set amount of time or by paying for a certain number of courses with one's own funds. The Student must meet current institutional Satisfactory Progress Standards in order to regain financial aid eligibility.

*Office of Student Financial Aid*  
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Martinsburg, WV 25403  
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## Satisfactory Academic Progress



Effective July 1, 2011

**“Students receiving Title IV financial aid are required to maintain satisfactory academic progress”**

*The Compilation of Student Financial Aid Regulations 34 CFR, through 12/31/95 as published by the U.S. Department of Education, section 668.34*

Blue Ridge CTC requires Satisfactory Academic Progress (SAP) to receive the following:

- \$ Federal Pell Grant
- \$ Federal Supplemental Educational Opportunity Grant (SEOG)
- \$ Federal Work-Study/Student Employment
- \$ Federal Direct Stafford Loan
- \$ Parent Loan for Undergraduate Students (PLUS)
- \$ State Grant Programs – WV & PA
- \$ Alternative Loans



Federal regulations require Blue Ridge CTC to establish Satisfactory Academic Progress (SAP) standards for all students in eligible degree or certificate programs who wish to receive financial aid:

**GPA Standard**—a 2.0 cumulative grade point average (GPA). This includes transfers and re-admitted students.

**Percentage Standard**—pass at least 70% of credit hours attempted, including transfer and pass/fail hours and the following:

- F Failure
- I Incomplete
- IF Incomplete/Failure
- W Withdrawals
- R Repeat

The above types of attempted hours are combined with all passing grades in determining progress. Transfer credits accepted by Blue Ridge CTC will be added to institutional hours to determine total hours attempted.

<u>Example 1</u>	<u>Example 2</u>
Attempt 20	Attempt 25
Pass 15	Pass 15
$15 / 20 = 75\%$	$15 / 25 = 60\%$
Student is passing hours attempted standard	Student is failing hours attempted standard

## Maximum Hours Standard

Complete degree or certificate program in 96 credit hours or 150% of usual hours required by the program. Students who will be at maximum hours within 24 credits are also checked at the end of each semester for continued eligibility.

Students working on a second degree or certificate will receive financial aid **ONLY** for the coursework needed to complete the degree, even though they have passed less than 96 hours.



Satisfactory Academic Progress will be evaluated at the end of each semester, including summer term(s). Students must meet all Satisfactory Academic Progress standards.

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It is strongly recommended that students limit withdrawals from classes. In addition, financial aid will be limited to repeat classes that were not passed. This will be re-viewed on an individual basis.

