Satisfactory Academic Progress (SAP) Appeal Instructions
2015 – 2016 Award Year

SAP Requirements
Students will be considered to be maintaining SAP if they maintain the required cumulative GPA (2.0), satisfactorily complete 70% of the hours attempted, and graduate within 150% of the credit hours required to complete the program of study.

Failure to Maintain SAP and the Appeal Process
Federal and state financial aid will be suspended for students who fail to maintain SAP. Students whose aid has been suspended may appeal the suspension due to extenuating circumstances. These circumstances must be documented and submitted to the Financial Aid Office. This documentation, along with an academic plan, will be reviewed by the Financial Aid Appeals Committee. Students will be notified by letter and/or email (via their my.blueridgectc.edu account) of the Committee’s decision. All decisions are FINAL.

If an appeal is approved, the student’s federal aid will be reinstated. If the student is registered for classes at the time of the approval, then the appeal will be effective for the current term. If an appeal is approved but the student is not registered for classes at the time of the approval, then the effective date for the appeal will be the following term. Once an effective date for an appeal is determined, the date cannot be changed.

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.

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.
SAP Appeal Checklist

☐ Complete SAP Appeal Form (attached)
☐ Attach appropriate documentation that verifies the extenuating circumstances during each unsuccessful term or that explains why you have reached the maximum time frame*. Any statements by a third party must be on official letterhead or notarized.

<table>
<thead>
<tr>
<th>Examples of Extenuating Circumstances</th>
<th>Acceptable Documentation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Medical Issues</td>
<td>Letter from doctor indicating when condition was diagnosed and whether the condition is stable or copies of hospital records indicating when patient was admitted and discharged</td>
</tr>
<tr>
<td>Death in the family</td>
<td>Copy of death certificate or printout of obituary along with proof of relationship to deceased</td>
</tr>
<tr>
<td>Work schedule change or loss/change of employment</td>
<td>Letter from employer indicating change in hours and the effective date or letter from employer indicating last date of employment or documentation of unemployment compensation</td>
</tr>
</tbody>
</table>

*If the appeal includes extending the maximum time frame, the Committee will consider:
1. the student’s reason(s) for changing a program of study or pursuing a second or subsequent degree;
2. prior satisfactory academic progress performance; and
3. certified academic plan by your advisor containing exact classes needed to complete the program of study

☐ Submit the completed SAP Appeal Form AND appropriate documentation to the Financial Aid Office.

**Any appeal submitted without the required documentation will be rejected without any review**
Satisfactory Academic Progress (SAP) Appeal Form  
2015 – 2016 Award Year

Student Name (printed) ___________________________  Student ID# ___________________________

1. Have you had an SAP appeal approved since July 1, 2011?  
☐ Yes - You are ineligible for a 2nd appeal. Do NOT submit this form.  
☐ No

2. Indicate which SAP requirement you are NOT meeting  
☐ GPA - 2.0 Cumulative GPA  
☐ Pace - 70% completion (Completed Hours/Attempted Hours)  
☐ Maximum Time Frame - Complete program within 150% of required credit hours  (Go to Question 4)

3. Indicate the term that you failed to meet the SAP appeal requirements.

4. What degree are you seeking at Blue Ridge CTC and when do you expect to complete the program?

5. Explain the extenuating circumstances which prevented you from meeting the SAP requirements(s) for the term indicated in Question 3.  (attach additional pages, if needed)

6. Explain how the circumstances have changed which will allow you to be successful in the future. Also, indicate the steps you will take in order to be successful.

____________________________________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________
Student Certification

Read the following information carefully. Your signature on the form certifies that you have read and understood all of the information.

- I am responsible for paying all charges on my account. If my appeal is approved, my eligibility for federal and state financial aid will be reinstated.
- I have read and understand Blue Ridge CTC’s SAP Policy and Appeal process instructions.
- I have completed all of the questions on this form. I did not leave any items blank.
- If I do not provide appropriate documentation for every unsuccessful term, my appeal will be denied.
- I may be required to create an academic plan with my academic advisor.

__________________________________________  __________________________________________
Student’s Signature                  Date