

SAP Requirements:

The federal government requires each institution to establish Satisfactory Academic Progress (SAP) standards. These are established to encourage successful course completion and help students satisfactorily progress toward program completion.

Standards for Meeting SAP:

- GPA – a 2.0 cumulative grade point average (GPA) is required. This includes transfer and re-admitted students.
- Percentage – successfully complete at least 67% of credit hours attempted, including pass/fail courses 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 – complete degree/certificate program within 150% of required credit hours of the program. Students who will be at maximum hours within 15 credits are also checked at the end of each semester for continued eligibility and placed on a warning period.

Which appeal form do I complete?

If you fall into the *Maximum Hours component*, you should submit the **Maximum Hours Appeal Form**. If you have *Maximum Hours but also have issues with GPA and/or percentage*, you should still complete the **Maximum Hours Appeal Form**, but you will have to address each semester that you had F, I, IF, W, or R grades on your transcript and will need to provide additional documentation for that.

If you have *GPA and/or percentage SAP issues*, you should complete the **Standard SAP Appeal Form**.

Deadline:

Return the attached form, your explanation and supporting documentation/academic plan by:

FALL 2017 financial aid – July 14, 2017 (if you did not attend Summer classes)
or August 25, 2017 (if you did attend Summer classes)

SPRING 2018 financial aid – January 22, 2018

SUMMER 2018 financial aid – June 1, 2018

