**Satisfactory Academic Progress (SAP)**
**Appeal Instruction Sheet**
**Standard Appeal Form**
**2016-2017**

**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:**

You must return the attached form, your explanation and supporting documentation/academic plan by:

FALL 2016 financial aid – July 15, 2016
SPRING 2017 financial aid – January 27, 2017
SUMMER 2017 financial aid – June 2, 2017

*If you turn in your appeal after the deadline, it will be reviewed for the following semester. You will be responsible for the current semester's bill.*

Blue Ridge Community and Technical College
13650 Apple Harvest Drive
Martinsburg, WV 25403
Phone: 304-260-4380 Fax: 304-260-4376

**Satisfactory Academic Progress**
**Standard Appeal Form**
**(GPA and/or Pace)**
**2016-2017**

_____ _C_____
Student Name (printed) Student ID#

_____ _____
Program of Study/Major Expected Graduation Date (Month/Year)

1. Check the category that applies to you and follow the instructions for that category.

- ☐ **Death of an immediate family member** (immediate family member is considered a parent, spouse, sibling, dependent child). Provide a copy of the death certificate, obituary, or funeral program.
- ☐ **Health reasons** (you or an immediate family member was ill/injured for *an extended amount of time*). Provide medical documentation, including a release to return to work/school from your medical provider.
- ☐ **Work schedule change or loss/change of employment.** Submit a letter from your employer indicating the change in hours and effective date, letter from employer indicating last date of employment, or documentation from unemployment compensation.
- ☐ **Undue hardship** (other unexpected extenuating circumstances *beyond the control* of the student will be considered). Submit documentation from at least one third-party professional (instructor, counselor, clergy, etc.) on letterhead or legal documentation (court records) to verify your claim.

2. Explain the extenuating circumstances which prevented you from meeting the SAP requirement(s). You must include an explanation for *every* F, I, IF, W, or R listed on your Blue Ridge CTC account. Even if these classes now fall under academic forgiveness, they must be explained. (Please use additional paper if needed.)

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3. 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. (Please use additional paper if needed.)

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**Student Certification**

- I have read the SAP policy online at http://www.blueridgectc.edu/financial-aid/satisfactory-academic-progress/
- 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 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.
- If my appeal is approved, I may be required to follow certain stipulations in order to continue receiving financial aid.

_____ _____

Student Signature Date