



**Satisfactory Academic Progress (SAP)
Appeal Instruction Sheet
Maximum Hours Appeal Form
2018-2019**

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:

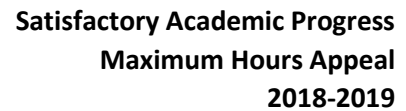
Return the attached form, your explanation and supporting documentation/academic plan by:

FALL 2018 financial aid – August 3, 2018 (if you did not attend Summer classes)
or August 24, 2018 (if you did attend Summer classes)

SPRING 2019 financial aid – January 28, 2019 (tentative date)

SUMMER 2019 financial aid – to be determined

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



C
Student ID#

Expected Graduation Date (Month/Year)

1. Attach an Academic Plan, completed with your advisor, to this appeal form.
2. Reason that you did not meet the maximum hours component of SAP – check all that apply:
 - ☐ **Transfer from another institution** – in your statement for #3 make sure to indicate all previous semesters attended and what degrees you have, if any. Explain why you transferred institutions and what you intend to complete at Blue Ridge CTC.
 - ☐ **Changed major** – in your statement for #3 indicate why you decided to switch majors, and what your previous major(s) was/were
 - ☐ **Double Major** – in your statement for #3 indicate your multiple majors. If you are double majoring, explain how the two majors will work together to help you meet your future goals.
 - ☐ **Other extenuating circumstances** – in your statement for #3 explain what the extenuating circumstance was, and provide supporting documentation (medical doc., court doc., etc.)
3. Explain in detail why you failed to complete your current degree/certificate program within 150% of the published number of credit hours required for your program. Refer to section #1 for advice on what areas to focus on in your explanation. (Use additional paper as needed)

[illegible]

4. Explain how you have overcome any past issues that have hindered your ability to complete your program of study, or steps you have taken that will help to improve your future academic performance. (Use additional paper as needed)

5. List your current career goals and explain how enrollment at Blue Ridge CTC will help you meet these goals. (Use additional paper as needed)

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

Academic Plan Instructions for Students

Meet with your advisor to prepare your academic plan. You must earn credit in all attempted courses according to the academic plan. This means you cannot have any failures, withdrawals, incompletes, or audit grades. You must also achieve a semester grade point average of at least a 2.0 (a higher semester GPA may be required by the committee if your appeal is approved). Keep this in mind when completing your plan – do not overload yourself in one semester. The Financial Aid Office will confirm your fulfillment of these requirements at the conclusion of each semester. You should view this document as your official plan with no expectation for future revision.

Academic Plan Instructions for Advisors

List all courses that are required for the student to take his/her course of study. For financial aid purposes, this student is not able to take any courses that are not required. If the student has electives to take and is unsure about final selections at this time, it is better to not restrict them to a specific course as they will be held to take these courses in the specified terms listed. For example, a Math elective could be entered as "Math elective" for course #, leave the course title field blank and report the credit hours.

Attaching a copy of Degree Works is not sufficient for the Academic Plan. If your degree program is lock-step, you can attach a copy of the program as long as it is clear which semester the student will be taking which courses. Please make sure to include the student's expected graduation date.

SAMPLE

Term: Fall 2017

Course #	Course Title	Credit Hours
ENGL 102	Writing for Arts & Humanities	3
MATH 101	Introduction to Mathematics	3
Free Elective	NA	3
CJST Elective	NA	3
CJST 192	Criminal Justice Practicum	1

Total Credit Hrs: 13

Student Name (printed)

Student ID#

Advisor Name (printed)

Student's Major

TO BE COMPLETED BY ADVISOR:

Expected Graduation Date (Semester/Year): _____

Term: _____

Course #	Course Title	Credit Hours

Total Credit Hrs: _____

Term: _____

Course #	Course Title	Credit Hours

Total Credit Hrs: _____

Term: _____

Course #	Course Title	Credit Hours

Total Credit Hrs: _____

Certification Statement

We (student/advisor) have completed the above requested information to the best of our knowledge, and we know that the Office of Financial Aid will use this information when evaluating the student's financial aid appeal request. In addition, we view this document as an official plan and have no expectation of future revision.

Student Signature

Advisor Signature

Date

Date