

Satisfactory Academic Progress (SAP) **Appeal Instruction Sheet Maximum Hours Appeal Form** 2020-2021

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 readmitted students.
- Percentage successfully complete at least 67% of credit hours attempted, including pass/fail courses and the following:

F Failure W Withdrawals

I Incomplete R Repeat

IF Incomplete/Failure

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 **Standard SAP Appeal Form** and explain the reasons why you have so many credit hours.

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 (for standard appeals) by:

FALL 2020 financial aid –July 31, 2020 (if you did not attend Summer classes) or August 24, 2020 (if you did attend Summer classes) SPRING 2021 financial aid – January 25, 2021 SUMMER 2021 financial aid – June 4, 2021

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Phone: 304-260-4380 Fax: 304-260-4376



Satisfactory Academic Progress Maximum Hours Appeal 2020-2021

	С
Student Name (printed)	Student ID#
Program of Study/Major	Expected Graduation Date (Month/Year)* th your advisor if you are unsure of your expected graduation date
According to our records, you have not met the Maximu completed your current degree/certificate within 150%	um Hours component of SAP. This means that you have not of the number of credit hours required for your program of nave attempted, not necessarily completed, and includes
review of information related to both financial a	online at www.blueridgectc.edu/maximum . This is a id and loans, with a series of questions throughout eview – if you score lower, you will need to retake it. If the online portion is completed.
2. Reason that you did not meet the maximum ho	urs component of SAP – check all that apply:
semesters attended and what degrees you have you intend to complete at Blue Ridge CTC. Changed major — in your statement for #4 in previous major(s) was/were Double Major — in your statement for #4 index explain how the two majors will work togethe Other extenuating circumstances — in your circumstance was, and provide supporting documents.	r statement for #4 explain what the extenuating cumentation (medical doc., court doc., etc.)
	ur current degree/certificate program within 150% of r your program. Refer to section #1 for advice on what onal paper as needed)

 Explain how you have overcome any past issues that program of study, or steps you have taken that will he Use additional paper as needed) 	
tudent Certification	
 I have read the SAP policy online at http://www.bl progress/ 	ueridgectc.edu/financial-aid/satisfactory-academic-
 I am responsible for paying all charges on my account and state financial aid will be reinstated. 	unt. If my appeal is approved, my eligibility for federa
I have completed all of the questions on this form.	I did not leave any items blank.
	every unsuccessful term, my appeal will be denied.
 If my appeal is approved, I may be required to follofinancial aid. 	ow certain stipulations in order to continue receiving
tudent Signature	Date