

Satisfactory Academic Progress (SAP)
Appeal Instruction Sheet
Maximum Hours Appeal Form
2021-2022

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 30, 2021 (if you did not attend Summer classes) or August 23, 2021 (if you did attend Summer classes) SPRING 2021 financial aid – January 27, 2022 SUMMER 2021 financial aid – June 6, 2022

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Satisfactory Academic Progress Maximum Hours Appeal 2021-2022

Student Name (printed)	Student ID#
Program of Study/Major	Expected Graduation Date (Month/Year)*
According to our records, you have not met the Max completed your current degree/certificate within 150 study. This is based on the number of credits that yo	with your advisor if you are unsure of your expected graduation date imum Hours component of SAP. This means that you have not 0% of the number of credit hours required for your program of u have attempted, not necessarily completed, and includes pased on the actual time (number of semesters) you have
review of information related to both financia	ew online at www.blueridgectc.edu/maximum . This is a laid and loans, with a series of questions throughout e review – if you score lower, you will need to retake it. atil the online portion is completed.
2. Reason that you did not meet the maximum	hours component of SAP – check all that apply:
semesters attended and what degrees you you intend to complete at Blue Ridge CTC. Changed major — in your statement for #4 previous major(s) was/were Double Major — in your statement for #4 explain how the two majors will work toget Other extenuating circumstances — in your statement	your statement for #4 make sure to indicate all previous have, if any. Explain why you transferred institutions and what 4 indicate why you decided to switch majors, and what your indicate your multiple majors. If you are double majoring, ther to help you meet your future goals. Your statement for #4 explain what the extenuating documentation (medical doc., court doc., etc.)
	your current degree/certificate program within 150% of for your program. Refer to section #1 for advice on what itional paper as needed)

 Explain how you have overcome any past issues that program of study, or steps you have taken that will hel Use additional paper as needed) 	
oals. (Use additional paper as needed)	
tudent Certification	
I have read the SAP policy online at http://www.blueridgectc.edu/financial-aid/satisfactory-academic-progress/	
	int. 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.
If I do not provide appropriate documentation for e	
 If my appeal is approved, I may be required to follo- financial aid. 	w certain stipulations in order to continue receiving
Student Signature	