

Satisfactory Academic Progress (SAP)
Appeal Instruction Sheet
Maximum Hours Appeal Form
2022-2023

## **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 2022 financial aid –July 29, 2022 (if you did not attend Summer classes) or August 22, 2022 (if you did attend Summer classes) SPRING 2023 financial aid – January 26, 2023 SUMMER 2023 financial aid – June 5, 2023

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# Satisfactory Academic Progress Maximum Hours Appeal 2022-2023

	С
Student Name (printed)	Student ID#
Program of Study/Major	Expected Graduation Date (Month/Year)*
According to our records, you have not met the Maxir completed your current degree/certificate within 1509 study. This is based on the number of credits that you	with your advisor if you are unsure of your expected graduation date mum Hours component of SAP. This means that you have not % of the number of credit hours required for your program of have attempted, not necessarily completed, and includes assed on the actual time (number of semesters) you have
review of information related to both financial	w online at <a href="www.blueridgectc.edu/maximum">www.blueridgectc.edu/maximum</a> . This is a aid and loans, with a series of questions throughout review – if you score lower, you will need to retake it. til the online portion is completed.
2. Reason that you did not meet the maximum h	ours component of SAP – check all that apply:
semesters attended and what degrees you he 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 in explain how the two majors will work togethed.  Other extenuating circumstances — in your statement.	our statement for #4 make sure to indicate all previous have, if any. Explain why you transferred institutions and what indicate why you decided to switch majors, and what your endicate your multiple majors. If you are double majoring, her to help you meet your future goals. Our statement for #4 explain what the extenuating occumentation (medical doc., court doc., etc.)
	our current degree/certificate program within 150% of or your program. Refer to section #1 for advice on what ional paper as needed)

rogra	ain how you have overcome any past issues that m of study, or steps you have taken that will help dditional paper as needed)	
oals.	(Use additional paper as needed)	
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tudei	nt Certification	
•	I have read the SAP policy online at <a href="http://www.blueridgectc.edu/financial-aid/satisfactory-academic-progress/">http://www.blueridgectc.edu/financial-aid/satisfactory-academic-progress/</a>	
•	<ul> <li>I am responsible for paying all charges on my account. If my appeal is approved, my eligibility for feder and state financial aid will be reinstated.</li> </ul>	
•	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.	
tuder	nt Signature	 Date