



**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 **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 2022 financial aid – January 26, 2023

SUMMER 2022 financial aid – June 5, 2023

Blue Ridge Community and Technical College  
13650 Apple Harvest Drive  
Martinsburg, WV 25403  
Phone: 304-260-4380 Fax: 304-260-4376  
[finaid@blueridgectc.edu](mailto:finaid@blueridgectc.edu)



Satisfactory Academic Progress  
Standard Appeal Form  
(GPA and/or Pace)  
2022-2023

\_\_\_\_\_  
Student Name (printed)

  C    
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.

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Student Signature

\_\_\_\_\_  
Date