



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

**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 2023 financial aid – July 29, 2023 (if you did not attend Summer classes)  
or August 22, 2023 (if you did attend Summer classes)

SPRING 2023 financial aid – January 26, 2024

SUMMER 2024 financial aid – June 5, 2024

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



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Student Name (printed)

C  
\_\_\_\_\_  
Student ID#

\_\_\_\_\_  
Program of Study/Major

\_\_\_\_\_  
Expected Graduation Date (Month/Year)\*

*\* check with your advisor if you are unsure of your expected graduation date*

*According to our records, you have not met the Maximum Hours component of SAP. This means that you have not completed your current degree/certificate within 150% of the number of credit hours required for your program of study. This is based on the number of credits that you have attempted, not necessarily completed, and includes transfer hours accepted by Blue Ridge CTC. It is not based on the actual time (number of semesters) you have attended.*

**1. Complete the Maximum Hours Appeal Review online at [www.blueridgectc.edu/maximum](http://www.blueridgectc.edu/maximum). This is a review of information related to both financial aid and loans, with a series of questions throughout the review. You must score at least 67% on the review – if you score lower, you will need to retake it. *The rest of your appeal will not be reviewed until the online portion is completed.***

**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 #4 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 #4 indicate why you decided to switch majors, and what your previous major(s) was/were
- ☐ **Double Major** – in your statement for #4 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 #4 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)**

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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)

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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)

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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

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Date