



**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 2026 financial aid – July 28, 2026 (if you did not attend Summer classes)  
or August 21, 2026 (if you did attend Summer classes)

SPRING 2027 financial aid – January 25, 2027

SUMMER 2027 financial aid – June 4, 2027

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