



## BALTIMORE CITY COMMUNITY COLLEGE

### Financial Aid Satisfactory Academic Progress (SAP) Appeal Form

A review of your academic record reveals that you are not making Satisfactory Academic Progress (SAP) toward your degree or certificate program according to BCCC's SAP policy, which is dictated by the federal regulations that govern the financial aid programs.

However, regulations allow the Financial Aid Office to extend financial aid eligibility to students who fail to meet the standards if there were extenuating circumstances that caused the student to fall below the minimum standards. Students may appeal to have their financial aid eligibility reinstated through the appeals process.

→ **Students must submit an appeal detailing the reasons or extenuating circumstances that interfered with their academic performance and attach documentation that supports their extenuating circumstances. \*\*Appeals will not be approved without documentation of extenuating circumstances. \_\_\_\_\_ (initial)**

- ✚ Some examples of extenuating circumstances that “**ARE NOT**” extenuating are: working, financial aid not processed, unable to study, could not afford books, lack of child care and not prepared for class.

**An extenuating circumstance is something that happens which is beyond your control.**

- ✚ Examples of extenuating circumstances are: death of immediate family members, medical emergencies, loss of job and other unusual circumstances that happened while you were in attendance at BCCC, not before or after you were enrolled at BCCC.

→ **\*Performance in previous semesters are also reviewed, therefore, you must address ALL semesters in which you did not do well academically. PLEASE PRINT. FORMS THAT ARE HARD TO READ WILL NOT BE REVIEWED! \_\_\_\_\_ (initial)**

Name: \_\_\_\_\_ Student's ID#: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Indicate the semester you are planning to attend: Fall \_\_\_\_\_ Spring \_\_\_\_\_ Summer \_\_\_\_\_

**(Please follow the instructions on the back of this form).**

→ The deadline to submit an appeal to have your financial aid reinstated for the fall semester is July 1. The deadline to submit an appeal for the spring semester is November 16. Appeals submitted after the deadline will take 4 weeks to review, or longer if submitted during registration. \_\_\_\_\_(initial)

1. a) Appeals **must be typed** on a separate sheet of paper and must explain the mitigating circumstances that affected your academic performance **while you were enrolled at BCCC**.  
b) You must also explain what you have done to correct the problem.  
c) Appeals must list the exact dates of when the mitigating circumstances occurred.
2. You **MUST** attach documentation to support the mitigating circumstances you indicated that caused you to not meet the Standards of Academic Progress Policy.
3. You **MUST** attach to this document :
  - a) A copy of a “completed” **Educational Plan**, signed by both student and advisor. The Educational Plan can be obtained from an advisor in the Student Success Center, Room 20, in the Main Building.
  - b) A copy of your **Student Inquiry Report**, which you will need to print off from the Student Portal.

→ **Appeals will NOT be accepted or approved without ALL required documents. Please make sure you address everything in the appeal you are submitting. YOU WILL NOT BE ALLOWED TO SUBMIT ANOTHER APPEAL OR ADDITIONAL DOCUMENTATION ONCE YOUR APPEAL HAS BEEN REVIEWED!!! There will be no exceptions. \_\_\_\_\_(initial)**

\*\*The appeal process is a written process, you cannot verbally explain your circumstances.\*\*

### Condition of Appeal

I understand that I am only eligible to receive financial aid for a specific period of time. If at the end of the specified timeframe, if I am not in **FULL** compliance with Standard Academic Progress Policy (completion rate, grade point average, maximum time frame), I will lose my financial aid eligibility and have to pay for my classes. **Students on an appeal cannot earn less than a C in any class.** Other stipulations may apply if your appeal is approved.

→ **Special Note:** Appeals are granted for one semester at a time. You must **bring** a copy of your Student Inquiry Report and class schedule to the Financial Aid Office after each semester. **You will not have access to your financial aid for the next semester until the Financial Aid Office reviews your Student Inquiry Report.** If you early register, you will need to pay your fees out of pocket or your classes will be dropped. \_\_\_\_\_(initial)

I, \_\_\_\_\_, have read this form and understand the appeals process.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Students, who have been academically dismissed from the college, must submit a separate appeal to be readmitted. Students must go to Student Success Center in room 20. A Financial Aid Appeal is different from the Academic Dismissal Appeal process. Students readmitted to the College, after being academically dismissed, are not automatically eligible for financial aid.**