

2019- 2020

SATISFACTORY ACADEMIC PROGRESS APPEAL PROCEDURE

1. **What are the SAP Standards?** In order to receive Title IV aid eligibility (federal financial aid), a student must:
 - Maintain a cumulative GPA as detailed in the [KBCC SAP Chart](#)
 - Complete the appropriate amount of credits attempted - Students who frequently fail or [withdraw](#) from courses will earn fewer credits than they attempted.
 - Do not attempt more than 150% of the credits normally required for completion of the degree

2. **Every student who has failed to achieve one or more of the SAP standards has the ability to appeal the denial of financial aid. To appeal you must submit:**
 - This document, completed in its entirety
 - Supporting documentation that substantiates the circumstance, you have outlined.
 - A personal statement upon request of the SAP Counselor.
 - Follow an Academic Plan designed to lead the student back to SAP standards.

Examples of circumstance behind SAP failure	Examples of Supporting Documentation (Must be on Letter Head)
The student's own illness.	Medical bill or letter from physicians.
Death of a family member.	Copy of death certificate.
Illness or accident a close relative.	Physician's statement, police report, documentation from a third party professional.
Other Personal Circumstance or work related issues	Detailed personal statement. For work related issues letter from employer is needed with hours worked per week etc.
Failing pace or maximum attempted because excessive transfer units, major change, or academic performance concerns.	Personal statement, proof of academic advisement consultation.(or other as advised by SAP Specialist)

