

## 2020- 2021

# 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:
  - 1) Maintain a cumulative GPA as detailed in the [KBCC SAP Chart](#)
  - 2) Complete the appropriate amount of credits attempted - Students who frequently fail or [withdraw](#) from courses will earn fewer credits than they attempted.
  - 3) 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:**
  - 1) This document, completed in its entirety
  - 2) Supporting documentation that substantiates the circumstance you have outlined.
  - 3) A personal statement upon request of the SAP Counselor.
  - 4) 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 record 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.



## Satisfactory Academic Progress Appeal Form

Students who are denied financial aid at Kingsborough Community College due to failing satisfactory academic progress may appeal to have their financial aid reinstated. An appeal can only be submitted if a student's failure to make satisfactory academic progress is based upon events beyond the student's control. The student may submit this completed Satisfactory Academic Progress Appeal Form, along with all related supporting documentation. **Appeals submitted without supporting documentation will not be reviewed.** Please note, the sole submission of this document does not guarantee approval of any financial aid.

### SECTION 1: Personal Information

**FULL NAME:**

\_\_\_\_\_ EMPLID # \_\_\_\_\_

**MAILING ADDRESS:** \_\_\_\_\_  
Street City State, ZIP

**PHONE NUMBER:** ( ) \_\_\_\_\_ - \_\_\_\_\_ **EMAIL ADDRESS:** \_\_\_\_\_

### SECTION 2: Enrollment Information

1. What semester are you submitting this Appeal for:  Fall Semester  Spring Semester
2. Are you a degree-seeking student  Yes  No
3. Have you ever submitted a SAP appeal at KBCC and were approved?  Yes  No

### SECTION 3: Reason for Appeal

Provide a detailed explanation of the circumstances that led to the Satisfactory Academic Progress failure. If additional space is needed, please attach a typed statement. If the below is not legible you may be required to complete a typed statement.

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---



Please describe the steps you have taken to correct the problems that have prevented you from making Satisfactory Academic Progress. If additional space is needed, please attach a typed statement. If the below is not legible you may be required to complete a typed statement.

Multiple horizontal lines for writing a typed statement.

SECTION 4: Check All

- Checkboxes for awareness of document submission, review process duration, email status, academic plan consequences, and appeal denial responsibilities.

SECTION 4: Certification and Signature

I, \_\_\_\_\_ (print name) have read and understand the SAP requirements and SAP appeal Process. I hereby attest that everything I have recounted in this appeal is true and accurate to the best of my knowledge. I understand that the documentation requested is required for my appeal to be reviewed and that the Office of Financial Aid has the right to request additional documentation.

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

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Office use box with fields for Date Received, Approved by, Denied by, Academic Plan, and Probation.

Office use box for Packaging with fields for Term(s) and Initials.

Office use box with multiple blank lines for additional notes.