

2015- 2016
SATISFACTORY ACADEMIC PROGRESS APPEAL

In order to receive Federal Student Aid, all students are required to maintain *Satisfactory Academic Progress* (SAP.) You are on financial aid suspension because our records show that you have failed to meet one or all of the SAP requirements:

GPA	<ul style="list-style-type: none">• A student must achieve at least the minimum cumulative GPA based upon their total number of attempted credits (See SAP chart on reverse)
PACE	<ul style="list-style-type: none">• A student must complete their program of study within 150% of the standard timeframe required to earn their degree• A student must successfully complete a minimum number of credits based upon their total number of attempted credits (See SAP chart on reverse)

You may appeal your suspension by completing and submitting this Appeal form to the Financial Aid Office. Appeals are evaluated for extenuating circumstances only, such as serious illness, as well as the ability to meet the SAP standards within reasonable time. All appeals are evaluated on a case by case basis.

SAP APPEAL PROCESS

1. Submit this appeal and **supporting documents** to the Financial Aid Office (U201.)
 - **Failure to submit supporting documentation will result in a denial of your request.**
 - **Supporting documents must be copies only! Documents will not be returned!**
2. Your appeal will be reviewed by a Committee. Please allow at least 15 business days (longer during peak periods) for the Committee to evaluate your appeal.
3. **The notification of the decision will be sent electronically, to the email address provided on the appeal.**
4. If your appeal is **Conditionally Approved**, you must meet with a Financial Aid Counselor to make an academic plan. An academic plan assists you in meeting SAP requirements. Once you are placed on an academic plan your appeal will be approved. You will be eligible to receive federal student aid provided that you meet all the terms and conditions of your academic plan.
If your appeal is denied, you will be not eligible for Federal Student Aid, such as the Pell Grant. You will need to seek alternative financial resources.

***** Submission of the appeal does not guarantee approval. Students are responsible for their tuition and any late fees regardless of their financial aid status.**

DEADLINES

Fall Semester: January 22, 2016
Spring Semester: July 8, 2016

How To Format Your Typed SAP Appeal Letter:

*** Your letter **MUST** follow the format below and must be TYPED***



First & Last Name

Current Address

City, State, Zip Code

Current E-mail (*this is how we will contact you about the outcome of your appeal*)

Working Phone # (*Preferably mobile*)

EMPLID

Date:

Attention: SAP Appeal Committee

Financial Aid Office

Kingsborough Community College

2001 Oriental Boulevard

Brooklyn, NY 11235

Dear Committee Members:

1. **The first paragraph** should clearly explain why you are submitting an appeal, including all pertinent information such as term(s) & course(s.)
2.
 - a. **The body of the letter should include** detailed justification of extenuating circumstances which prevented you from meeting SAP Policy (refer to the Appeal question #1 on page 4.)
 - b. **You must also explain** how you will meet SAP policy in the future (refer to the Appeal question #2 on page 4.)
3. **Attach all** supporting document(s) which explain(s) and/or support(s) your appeal. (For e.g. **Copies** of medical record(s), notarized letter(s) from parent(s)/ sibling(s), letter(s) from employer on Company letterhead.)

Sincerely,

(Signature Required)

Type your name under your signature

Please limit your Appeal Letter to two pages



2015- 2016
SATISFACTORY ACADEMIC PROGRESS APPEAL

Student Information (Please Print clearly)

<i>Last Name</i>	<i>First Name</i>	<i>M</i>	<i>SS# & EMPL ID</i>	
<i>Address (include apt. #)</i>		<i>City</i>	<i>State</i>	<i>Zip Code</i>
<i>Date of Birth</i>	<i>**E-mail Address**</i>		<i>Phone Number(with area code)</i>	

Instructions: Please answer all questions on the reverse and attach documentation to support the statement on your appeal (i.e.: copy of medical statements, police reports, death certificates, etc.)

Please note: If your appeal is **conditionally approved**, you must meet with a Financial Aid Counselor to make an academic plan. An academic plan assists you in meeting SAP requirements. Once you are placed on an academic plan your appeal will be approved. You will be eligible to receive federal student aid provided that you meet all the terms and conditions of your academic plan.

If your appeal is denied, you will be not eligible for federal student aid, such as Pell grant. You will need to seek alternative financial resources.

** Provide an email address which you check regularly, since you will be notified of the status of your appeal via email.

Submission of this appeal does not guarantee approval. All students are responsible for their tuition and fees regardless of their financial aid status.

DEADLINES

Fall Semester: January 22, 2016

Spring Semester: July 8, 2016

I have read and understand the SAP requirements as well as the appeal process. I hereby attest that everything I have recounted in this appeal is true and accurate to the best of my knowledge.

I am submitting this Appeal for the: **Fall Semester** ☐ OR **Spring Semester** ☐ (*Please check one*)

Signature: _____

Date: _____

On a Separate sheet:

1. Please describe in detail the extenuating circumstances that hindered you from complying with the SAP policy. You must address ALL semesters that contributed to you being placed on suspension. Please attach supporting documentation (i.e.: medical bills, birth certificates). ***BRING COPIES ONLY– DOCUMENTS WILL NOT BE RETURNED***
2. Please explain how the circumstances that contributed to you being placed on suspension have been resolved. How will you meet SAP standards in the future?

You MUST type your responses

***** SEE "How To Format Your Typed SAP Appeal Letter" on Page 2 *****

✓ Checklist - Before you submit your Appeal make sure:

- ☐ I have completed a FAFSA for the 2015-2016 Academic Year
- ☐ I am registered for classes

If you have not completed the tasks above, please **DO NOT** submit your appeal; it will not be evaluated.

*****OFFICE USE ONLY*****

[illegible]