

2016- 2017
SATISFACTORY ACADEMIC PROGRESS APPEAL FORM

Students receiving financial aid are required to maintain minimum program pursuit and academic progress standards in order to continue to receive assistance. These standards are different from an academic review. Which means you may be on probation for academics but not for your financial aid and vice versa. You are on financial aid suspension because our records show that you have failed to meet one or all of the SAP requirements below:

GPA	A student must achieve at least the minimum cumulative GPA based upon their total number of attempted credits
PACE	A student must complete their program of study within 150% of the published timeframe required to earn their degree
	A student must successfully complete a minimum number of credits based upon their total number of credits she/he attempts

****Please refer to the SAP Chart for clarification***

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

SAP APPEAL PROCESS

1. Submit your Appeal Letter and **supporting documentation IN PERSON** to the Office Of Financial Aid (U201) E-mailed, faxed or mailed appeals will not be reviewed.
 - **Failure to submit supporting documentation will result in Denial of your request.**
 - **Supporting documentation must be copies only! Original Documents will not be returned!**
2. Your appeal will be reviewed by a Committee. Please allow at least 15 business days for the Committee to evaluate your Appeal. (longer during peak periods)
3. **The notification regarding the decision of your Appeal will be sent electronically to the email address provided on your Appeal. ** Provide an email address which you check regularly.**

***** Submission of the Appeal does not guarantee approval. Students are responsible for their Tuition and Fees regardless of their financial aid status.**

DEADLINES

Fall Semester: January 20 2017
Spring Semester: July 25, 2017

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

Office Of Financial Aid

Kingsborough Community College

2001 Oriental Boulevard

Brooklyn, NY 11235

Dear Committee Members:

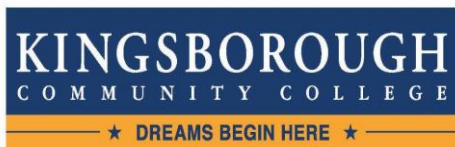
1. **The first paragraph** should clearly explain why you are submitting an Appeal, including all pertinent information such as term(s) & course(s.)
2.
 - a. **The body of the letter should include** detailed justification of extenuating circumstances which prevented you from meeting SAP Policy (refer to the Appeal question #1 on page 4.) **PLEASE BE SPECIFIC.** You must clearly explain the extenuating circumstances that were beyond your control.
 - b. **You must also explain** how these circumstances have been resolved, so they will not affect your future academics and therefore allow you to meet SAP in the future (refer to the Appeal question #2 on page 4.)
3. **Attach all** supporting documentation which explain and/or support your appeal. (E.g. **Copies** of medical records, notarized letters from parents, siblings, letters from employer on Company letterhead, documentation from reliable third-parties (doctor, lawyer, counselor, clergyman) or Additional documentation from any others that are aware of and can support your statement of extenuating circumstances and resolution.)

Sincerely,

(Signature Required)

Type your name under your signature

Please limit your Appeal Letter to two pages



2016- 2017
SATISFACTORY ACADEMIC PROGRESS APPEAL

Student Information (Please Print clearly)

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

Instructions: Answer questions 1 & 2 as described above and attach documents to support the statement(s) in your letter.

Please note: If your appeal is **Conditionally Approved**, you will need to meet with a SAP Counselor to make an Academic Plan. This step is **Not** optional. The Academic Plan is your guide for meeting the SAP requirements you failed. Once you are placed on an Academic Plan your appeal will be **Approved** and your Federal Student Aid will be released. You will be eligible to continue to receive Federal Student Aid provided that you meet all the terms and conditions of your Academic Plan and you meet SAP.

If your appeal is Denied, you will be not eligible for Federal Student Aid, such as the Pell Grant, FSEOG & Student Loans. You will need to seek other financial resources.

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 20, 2017

Spring Semester: July 25, 2017

What Semester are you submitting this Appeal for the: ☐ **Fall Semester** ☐ **Spring Semester** *(Please check one)*

Have you ever been granted an Approved SAP Appeal at KBCC? ☐ **Yes** ☐ **No** *(Please check one)*

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 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.

Signature: _____

Date: _____

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 2016-2017 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*****

Name & Date	Reason	Approved	Denied
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>

☐ Academic Plan

☐ Probation

Notes:
