

2012- 2013 SATISFACTORY ACADEMIC PROGRESS APPEAL

Federal regulations require financial aid recipients to maintain satisfactory academic progress (SAP) towards a degree. You are on financial aid suspension because academic records show that you have failed to meet SAP standards in one or both of the following categories:

CUMULATIVE GPA	<ul style="list-style-type: none"> • Your GPA has fallen below SAP requirements (See chart on reverse)
PACE OF PROGRESSION	<ul style="list-style-type: none"> • Your attempted credits exceed 150% of the credits required for completion of the degree (See chart on reverse) • Did not complete required percentage of attempted credits(See chart on reverse)

You may appeal this suspension by submitting this form to the Financial Aid Office. Appeals will be evaluated for mitigating circumstances only, such as serious illness, as well as the ability to meet the standard within reasonable time. All appeals will be evaluated on case by case basis. Please allow at least 15 business days for a decision. All Committee decisions are FINAL.

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

STEPS TO FILE AN APPEAL

1. Submit this appeal and all **supporting documents** to the Financial Aid Office (U201).

Your appeal will be reviewed by the Committee and a letter will be sent informing you of the decision. You may also check your CUNY portal.

*** Failure to submit supporting documentation may result in a denial of your request.**

2. If your appeal is approved, you will be placed on probation and must follow an academic plan designated by a Financial Aid Counselor. You will be eligible to receive financial aid provided that you meet the terms and conditions of your academic plan.

If your appeal is denied, you will be not eligible for financial aid and will need to seek alternative financial resources.

Federal
Satisfactory Academic Progress Chart

Credits Attempted	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
Complete	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Percent	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
GPA	0	1.5	1.5	1.5	1.5	1.5	1.5	1.5	1.5	1.5	1.5	1.5	1.5	1.75	1.75	1.75

Credits Attempted	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
Complete	2	2	2	2	2	3	3	3	4	4	5	5	6	6	6	8
Percent	10.0%	10.0%	10.0%	10.0%	10.0%	15.0%	15.0%	15.0%	15.0%	15.0%	20.0%	20.0%	20.0%	20.0%	20.0%	25.0%
GPA	1.75	1.75	1.75	1.75	1.75	1.75	1.75	1.75	1.75	2.00	2.00	2.00	2.00	2.00	2.00	2.00

Credits Attempted	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47
Complete	8	8	9	9	12	13	13	13	14	18	18	18	19	19	21	22
Percent	25.0%	25.0%	25.0%	25.0%	34.0%	34.0%	34.0%	34.0%	34.0%	43.0%	43.0%	43.0%	43.0%	43.0%	46.0%	46.0%
GPA	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00

Credits Attempted	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63
Complete	22	23	23	26	26	27	27	28	30	31	31	32	32	34	35	35
Percent	46.0%	46.0%	46.0%	50.0%	50.0%	50.0%	50.0%	50.0%	54.0%	54.0%	54.0%	54.0%	54.0%	56.0%	56.0%	56.0%
GPA	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00

Credits Attempted	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79
Complete	36	36	38	39	39	40	41	43	43	44	44	45	47	48	48	49
Percent	56.0%	56.0%	58.0%	58.0%	58.0%	58.0%	58.0%	60.0%	60.0%	60.0%	60.0%	60.0%	62.0%	62.0%	62.0%	62.0%
GPA	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00

Credits Attempted	80	81	82	83	84	85	86	87	88	89	90					
Complete	50	53	53	54	55	55	57	58	59	59	60					
Percent	62.0%	65.0%	65.0%	65.0%	65.0%	65.0%	66.7%	66.7%	66.7%	66.7%	66.7%					
GPA	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00					



Kingsborough Community College
2001 Oriental Boulevard
Brooklyn, NY 11235
Financial Aid Office

2012- 2013 SATISFACTORY ACADEMIC PROGRESS APPEAL

Student Information (Please Print)

<i>Last Name</i>	<i>First Name</i>	<i>M</i>	<i>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>	

Please complete the form on the reverse or write a letter explaining in detail:

- The extenuating circumstances that hindered you from complying with the SAP policy. You must address ALL courses that contributed to your suspension.
- How the circumstances that contributed to your suspension will be resolved. Please also explain the steps you will take to ensure that you will meet SAP standards in the future.

****Please attach documentation to support your appeal (examples: medical statements, police reports, copy of death certificate, signed statement from third party such as a counselor, documentation illustrating other commitments outside of school, etc.).**

I understand that if this appeal is approved I will not be eligible for financial aid until I meet with a Financial Aid Counselor to be placed on an academic plan. I also understand that I must meet all stipulations of the academic plan to receive financial aid. **Failure to meet any of these requirements will make me ineligible for financial aid. I have read and understand the Satisfactory Academic Progress guidelines.**

I hereby attest that everything I have recounted in this appeal is true and accurate to the best of my knowledge.

Signature: _____ Date: _____

For more information visit www.kbcc.cuny.edu > **Quick links > Financial Aid > Satisfactory Academic Progress**

Describe in detail the extenuating circumstances that hindered you from complying with the SAP policy. You must address ALL courses that contributed to your being placed on suspension.

Please explain how the circumstances that contributed to your being placed on suspension have been resolved. Include steps taken to ensure your successful academic progress in the future.

OFFICE USE ONLY

	Name	Approved	Denied
Counselor		<input type="checkbox"/>	<input type="checkbox"/>
Counselor		<input type="checkbox"/>	<input type="checkbox"/>
Counselor		<input type="checkbox"/>	<input type="checkbox"/>
UPDATED: FAP <input type="checkbox"/> CUNY 1st <input type="checkbox"/> SAP Recalculated <input type="checkbox"/>			
<input type="checkbox"/> Academic Plan		<input type="checkbox"/> Probation	

Notes: _____

