



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

2013- 2014 SATISFACTORY ACADEMIC PROGRESS APPEAL

All students are required to maintain satisfactory academic progress (SAP) to receive federal student aid. You are on financial aid suspension because academic records show that you have failed to meet 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 submitting this 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 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 may result in a denial of your request.**
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. An email will be sent notifying you of the decision.
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 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.**

DEADLINE

Fall Semester: October 4, 2013
Spring Semester: April 4, 2014

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

SAP 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% |
| GPA | 0.00 | 1.50 | 1.50 | 1.50 | 1.50 | 1.50 | 1.50 | 1.50 | 1.50 | 1.50 | 1.50 | 1.50 | 1.50 | 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 | 4 | 4 | 4 | 4 | 4 | 6 | 6 | 6 | 6 | 6 | 8 |
| Percent | 10% | 10% | 10% | 10% | 10% | 15% | 15% | 15% | 15% | 15% | 20% | 20% | 20% | 20% | 20% | 25% |
| 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 | 9 | 9 | 9 | 13 | 13 | 13 | 14 | 14 | 18 | 19 | 19 | 19 | 20 | 22 | 22 |
| Percent | 25% | 25% | 25% | 25% | 34% | 34% | 34% | 34% | 34% | 43% | 43% | 43% | 43% | 43% | 46% | 46% |
| 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 | 23 | 23 | 23 | 26 | 26 | 27 | 27 | 28 | 31 | 31 | 32 | 32 | 33 | 35 | 35 | 36 |
| Percent | 46% | 46% | 46% | 50% | 50% | 50% | 50% | 50% | 54% | 54% | 54% | 54% | 54% | 56% | 56% | 56% |
| 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 | 37 | 39 | 39 | 40 | 41 | 41 | 43 | 44 | 44 | 45 | 45 | 48 | 48 | 49 | 49 |
| Percent | 56% | 56% | 58% | 58% | 58% | 58% | 58% | 60% | 60% | 60% | 60% | 60% | 62% | 62% | 62% | 62% |
| 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 | 54 | 54 | 55 | 56 | 58 | 59 | 59 | 60 | 61 | | | | | |
| Percent | 62% | 65% | 65% | 65% | 65% | 65% | 67% | 67% | 67% | 67% | 67% | | | | | |
| GPA | 2.00 | 2.00 | 2.00 | 2.00 | 2.00 | 2.00 | 2.00 | 2.00 | 2.00 | 2.00 | 2.00 | | | | | |



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2013- 2014 SATISFACTORY ACADEMIC PROGRESS APPEAL

Student Information (Please Print)

| | | | |
|---------------------------------|------------------------|-------------------------------------|---|
| <i>Last Name</i> | <i>First Name</i> | <i>M</i> | <i>Social Security Number& EMPL</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 the questions on the back and attach documentation to support your appeal (ie: medical statements, police reports, copy of death certificate, signed statement from objective third party, 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.

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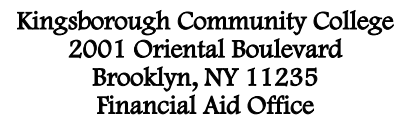
DEADLINE

Fall Semester: October 4, 2013

Spring Semester: April 4, 2014

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

Signature: _____ **Date:** _____



- [illegible]

- [illegible]

| Name & Date | Reason | Approved | Denied |
|--|--------|------------------------------------|--------------------------|
| | | <input type="checkbox"/> | <input type="checkbox"/> |
| | | <input type="checkbox"/> | <input type="checkbox"/> |
| | | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> Academic Plan | | <input type="checkbox"/> Probation | |
| Notes : | | | |
| | | | |
| | | | |
| | | | |