

## 2011/2012 Satisfactory Academic Progress (SAP) Appeal

Federal regulations require that institutions of higher education monitor the academic progress of each applicant for federal financial assistance and that the institution certify that the applicant is making satisfactory academic progress toward earning his/her degree. This determination of progress must be made at the end of each payment term and prior to any financial aid being disbursed to the student. If you are required to submit a Satisfactory Academic Progress appeal it means that you did not meet one or all of the standards according to Burlington County College's Satisfactory Academic Progress Policy.

<b>SECTION I</b>	<b>To be completed by the student. Please print.</b>	
	Semester	Current Major Pursuing
	Name	BCC Student ID #
	Email	
	Home Phone	Cell Phone
	Address	
	City, State, ZIP	

If a student loses his/her financial aid eligibility and there are extenuating circumstances that have affected the student's performance, the student should file an Appeal to explain the circumstances.

Examples of extenuating circumstances include:

- Health-related problems (severe injury or serious illness),
- Death of a family member, or
- Unanticipated work-related or family-related changes.

NOTE: Poor study habits, an overload of coursework, or lack of preparedness do not qualify as extenuating circumstances. However, if the student has a disastrous term for these reasons and it results in a low or zero completion rate an appeal will be considered. **Also, the appeal should not be based upon your need for the assistance OR your lack of knowledge that your assistance was in jeopardy.**

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**The Financial Aid Office will not make copies of original documents. Please bring your own copies to submit.**

Burlington County College – Office of Financial Aid  
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[www.bcc.edu](http://www.bcc.edu)

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SECTION II

Please indicate why you need to appeal for Financial Aid. You may review your academic history and SAP status in your WebAdvisor account. You may select more than one option listed below:

- 1. I did not pass 66.67% of the cumulative total credits I have attempted at Burlington County College and am not meeting the completion ratio requirement.
- 2. My cumulative grade point average at Burlington County College is below 2.00 for undergraduate work.
- 3. My total credits **attempted** at BCC has exceeded 150% of required coursework for my undergraduate degree.
- 4. This is my first SAP appeal submission.

SECTION III

The below items **MUST** be submitted in order to have your appeal reviewed:

- 1. A completed SAP Appeal form submitted within deadlines. Visit [bcc.edu/financialaid](http://bcc.edu/financialaid) for information.
- 2. Your **SIGNED**, typed statement explaining the extenuating circumstances, how the circumstances have been addressed, and your college goals.
- 3. Documentation of the extenuating circumstances. Extenuating circumstances must be documented, e.g., hospitalization records, death certificate for each family member, statement from an employer describing relevant change in job responsibilities, etc.
- 4. Copy of your Burlington County College academic transcript which may be obtained from the Registration Department.

**(These requirements are mandatory. If you fail to turn in any of the above your appeal will be considered incomplete and not reviewed.)**

NOTE: The Burlington County College Financial Aid Satisfactory Academic Progress Appeal Committee will review your enrollment record including transfer credits, developmental credits, repeated credits, withdrawn credits, drop-deleted classes, audited classes, and incomplete work in an effort to evaluate your potential for completing your program of study.

The student must be able to achieve the minimum requirements for Satisfactory Academic Progress (SAP) at the end of the probation period or have demonstrated significant improvement in their coursework. If the Appeal Committee determines that achieving minimum requirements for SAP or demonstrated improvement is unlikely or not possible, the student's appeal will be denied. Complete this form and attach documentation to support your appeal. The Appeal Committee will notify you of its decision by mail to the address recorded on this Appeal. Appeals submitted without adequate documentation will be considered incomplete and not reviewed.

The decision of the Appeal Committee is final.

My signature certifies the validity of the information submitted on this form and in all related attachments. My signature also authorizes the Financial Aid Office to verify any information submitted for this appeal.

\_\_\_\_\_  
*Student Signature*

\_\_\_\_\_  
*Date*

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Please bring your own copies to submit.**