

## **SATISFACTORY ACADEMIC PROGRESS APPEAL PROCEDURE**

### **I. What are the SAP Standards?**

In order to receive Title IV aid eligibility, a student must:

- Maintain a cumulative GPA of 2.0 or higher as an undergraduate or a 3.0 GPA or higher as a graduate student
- Complete the appropriate amount of credits attempted- Students who frequently fail or withdraw from courses will earn fewer credits than they attempted
- Do not attempt more than 150% of the credits normally required for completion of the degree

### **II. Every student who has failed to achieve one or more of the SAP standards has the ability to appeal the denial of financial aid. To appeal you must submit:**

- ☐ This document, completed in its entirety.
- ☐ Supporting documentation that substantiates the circumstance you have outlined within the personal statement.
- ☐ Academic Plan- the Academic Plan is designed to lead the student back to SAP standards. The student must commit to the academic plan by signing off on the requirements listed in the plan. At the end of each semester, the SAP committee will determine whether or not the student successfully completed the academic plan. If you fail to meet the requirements of the Academic Plan by the end of each semester you will not receive federal funding for future terms.
- ☐ All Undergraduate **non SEEK** students **failing for GPA** please visit CAASS located in **3207 Boylan Hall**
  - CAASS has assigned a dedicated advisor just for you! Please visit our office to schedule an appointment, **beginning the week of June 24<sup>th</sup>**. CAASS SAP Appointments will take place from **July 1 through August 16**.
  - Simply visit the office or call to schedule your appointment. **CAASS is located in 3207 Boylan Hall** and can be reached by calling 718.951.5471.
- ☐ All Undergraduate **SEEK** students **failing for GPA** please visit **2208 Boylan Hall**
- ☐ All **Graduate** students **failing for GPA** please visit your department for an Academic Plan; submit your Academic Plan with your SAP appeal to the Enrollment Services Center.

### **III. SAP Appeal Submission:** The above mentioned forms/documentation must be submitted to the Enrollment Services Center located on the first floor lobby of the West Quad Center. The form should be typed. You may only submit one appeal per academic year. **We DO NOT accept appeal by email. You can fax in your appeal to (718)-951-4778.**

**What happens if my appeal gets denied?** You may only re-appeal if you have an alternate reason for failing SAP standards. The SAP committee typically renders a decision within two weeks of when the SAP appeal is received. The decision will be sent to the student via email.

**PLEASE NOTE:** The submission of this appeal does not guarantee the student will receive Federal funds. **Please satisfy all tuition charges with the office of the Bursar as submitting a SAP appeal does not secure your classes from cancellation.** For further information or additional questions please refer to our [website](#) or [schedule an appointment](#) with your financial aid advisor.

## Satisfactory Academic Progress Appeal Form

Students who are denied financial aid at Brooklyn College due to failing satisfactory academic progress may appeal to have their financial aid reinstated. An appeal can only be submitted if a student's failure to make satisfactory academic progress is based upon events beyond the student's control. The student may submit this completed Satisfactory Academic Progress Appeal Form, along with all related supporting documentation. Appeals submitted without supporting documentation will not be reviewed.

**Please note, the sole submission of this document does not guarantee approval of any financial aid.**

## **SECTION 1: Personal Information**

NAME: \_\_\_\_\_

Last First MI EMPLID #

Mailing Address: \_\_\_\_\_  
Street City State Zip

Phone Number: (    ) \_\_\_\_\_-\_\_\_\_\_ Email Address: \_\_\_\_\_

Have you submitted a SAP Appeal at Brooklyn College before?      YES      NO

If YES, Was Appeal Granted? \_\_\_\_ YES \_\_\_\_NO

## **SECTION 2: Reason for Appeal**

Please indicate the extenuating circumstances that contributed to your inability to maintain Satisfactory Academic Progress by checking the category below that applies to you. Please follow the instructions for each category.

Circumstance behind Failed SAP Standard	Examples of Supporting Documentation
<input type="checkbox"/> The student's own mental or physical illness, injury, or disability	Medical bills, Statements of verification regarding Health-Related reasons
<input type="checkbox"/> Death of a family member or significant person in the student's life	Provide a copy of an obituary or death certificate
<input type="checkbox"/> Illness, accident, or injury of a significant person in the student's life	e.g., a physician's statement, police report, documentation from a third party professional, hospital billing statement
<input type="checkbox"/> Divorce or separation	An attorney's letter on the law firm's letterhead, petition for dissolution, etc.
<input type="checkbox"/> Other Personal Circumstances	Provide a detailed explanation in Step Two of this form explaining the nature and dates of the unexpected circumstances A written statement from an attorney, professional advisor or other individuals describing circumstances
<input type="checkbox"/> Failing pace or maximum attempted because excessive transfer units or major changes	Personal statement, confirmation of academic advisement, etc.

**SECTION 2 (cont'd): Reason for Appeal**

Provide a detailed explanation of the circumstances that led to the Satisfactory Academic Progress violation. Please provide a typed statement below. If additional space is needed, please attach a typed statement.

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Please describe the steps you have taken to correct the problems that have prevented you from making Satisfactory Academic Progress. Please provide a typed statement below. If additional space is needed, please attach a typed statement.

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**SECTION 3: Certification and Signature**

I AM REQUESTING THAT MY FEDERAL AID BE REINSTATED. I UNDERSTAND THAT MY APPEAL WILL NOT BE REVIEWED IF IT IS INCOMPLETE OR LACKS DOCUMENTATION. BY SIGNING THIS FORM, I CERTIFY THAT THE INFORMATION PROVIDED IS BOTH TRUTHFUL AND ACCURATE. *I UNDERSTAND THAT THE SOLE SUBMISSION OF AN APPEAL DOES NOT GUARANTEE FEDERAL AID ELIGIBILITY.*

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

\_\_\_\_\_  
Date

**For Office Use Only:**

☐ **SAP Appeal Denied**

- ☐ Insufficient Reasoning/ Lack of supporting documentation
- ☐ Student will not be able to meet SAP requirements in a realistic time frame
- ☐ Other: \_\_\_\_\_.

☐ **SAP Appeal Approved with Academic Plan**

Committee Signature & Date \_\_\_\_\_ Committee Signature & Date \_\_\_\_\_