

Satisfactory Academic Progress Form

SAP Standards

1. **GPA**— Undergraduates must maintain a cumulative GPA of **2.0 or higher**
Graduates must maintain a cumulative GPA of **3.0 or higher**
2. **Pace**—Failed to complete the appropriate amount of credits attempted
3. **Maximum Attempted**— May not attempt more than 150 percent of the credits normally required for completion of the degree.

Directions:

Every student who has failed to achieve SAP standards has the ability to appeal the denial of financial aid. To appeal you must submit this form, supporting documentation and your signed academic plan to the Enrollment Services Center located on the first floor lobby of the West Quad Building. This form can only be accepted if it is typed, includes required documentation, and is signed. You may only submit one appeal per academic year. You may only reappeal 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.

Academic Plan

The attached 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. We highly suggest students meet with their Academic Advisor in CAASS to review the newly designed academic plan at some point in the semester. While the student is working towards satisfactory academic progress, he or she is on SAP probation which prohibits a student from withdrawing or receiving any failing grades. If the Academic Plan is not returned at an appropriate time with a signature of agreement then federal aid will not be reinstated.

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 cancelation.** For further information or additional questions please refer to our [website](#) or [schedule an appointment](#) with your financial aid advisor.

Submit your completed appeal to the Enrollment Services Center (Financial Aid Inquiries) counter or mail to Attn: Financial Aid SAP Appeal, Enrollment Services Center – 104 WQB, 2900 Bedford Ave, Brooklyn NY 11210

Satisfactory Academic Progress Appeal Form

Students who are denied financial aid at Brooklyn College due to unsatisfactory 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.**

NAME: _____
Last First MI EMPLID #

Mailing Address: _____
Street City State Zip

Phone Number: () _____ - _____ Email Address: _____

Previous Appeal ____YES ____NO If YES, Was Appeal Granted? ____YES ____NO

Step One:

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.

- ☐ Death of an immediate family member (spouse, child, sibling, or parent).
Attach a copy of the death certificate or obituary and include the name of the deceased and relationship to you in Step Two of this form.
- ☐ Serious injury or illness to student or immediate family member (spouse, child, sibling, or parent) that required extended recovery time. Attach a statement from the physician and explain the nature and dates of the injury or illness in Step Two of this form.
- ☐ Significant trauma in student's life that damaged the student's emotional and/or physical health. Provide a detailed explanation in Step Two of this form regarding the specific circumstances. Please be sure to include dates and what you have done to overcome this situation. Supporting documentation from a third party (physician, social worker, psychiatrist, law enforcement official, etc.) must be attached.
- ☐ Other unexpected documented circumstances beyond the control of the student. Provide a detailed explanation in Step Two of this form explaining the nature and dates of the unexpected circumstances. Supporting documentation must also be provided.
- ☐ Suspension due to exceeding the maximum allowable time frame for completing a program of study. Provide a detailed explanation in Step Two as to why you have attempted a reasonably excessive amount of attempted credits and have not graduated. Supporting documentation must also be provided.

Submit your completed appeal to the Enrollment Services Center (Financial Aid Inquiries) counter or mail to Attn: Financial Aid SAP Appeal, Enrollment Services Center – 104 WQB, 2900 Bedford Ave, Brooklyn NY 11210

Step Two:

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

Step Three:

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.

Step Four:

Certification and Signature. I am requesting to have my eligibility for financial aid to 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 on this form is both truthful and accurate.

Student Signature

Date

OFFICE USE ONLY:

- ☐ Appeal Denied
- ☐ Appeal Approved-Probation
- ☐ Appeal Approved with Academic Plan

Committee Signature & Date

Committee Signature & Date

Academic Advisor Signature/ Notes: _____
