OFFICE OF FINANCIAL AID



2019- 2020 SATISFACTORY ACADEMIC PROGRESS APPEAL PROCEDURE

- 1. What are the SAP Standards? In order to receive Title IV aid eligibility (federal financial aid), a student must:
 - Maintain a cumulative GPA as detailed in the <u>KBCC SAP Chart</u>
 - Complete the appropriate amount of credits attempted Students who frequently fail or <u>withdraw</u> 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
- 2. 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.
 - A personal statement upon request of the SAP Counselor.
 - Follow an Academic Plan designed to lead the student back to SAP standards.

Examples of circumstance behind SAP failure	Examples of Supporting Documentation (Must be on Letter Head)
The student's own illness.	Medical bill or letter from physicians.
Death of a family member.	Copy of death certificate.
Illness or accident a close relative.	Physician's statement, police report, documentation from a third party professional.
Other Personal Circumstance or work related issues	Detailed personal statement. For work related issues letter from employer is needed with hours worked per week etc.
Failing pace or maximum attempted because excessive transfer units, major change, or academic performance concerns.	Personal statement, proof of academic advisement consultation.(or other as advised by SAP Specialist)

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





Satisfactory Academic Progress Appeal Form

Students who are denied financial aid at Kingsborough Community 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	SSN #	EMPLID #
MAILING ADDRESS:			
	Street	City	State, ZIP
PHONE NUMBER: ()	EMAIL ADDRESS:	
 Are you a deg Are you attend Have you eve SECTION 3: Reason for	er are you submitting this Ap ree-seeking student □ Yes ding or considering Winter 2 r submitted a SAP appeal a or Appeal	2020 and/or Summer 2020 ☐ Yes t KBCC and were approved? ☐ Yes	□ No
		low is not legible you may be require	

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Please describe the steps you have taken to correct the problems that have prevented you from making Satisfactory Academic Progress. If additional space is needed, please attach a typed statement. If the below is not legible you may be required to complete a typed statement.

SECTION 4: SAP Checklist, Certification, and Signature

- □ I am aware that I must submit <u>copies</u> of all supporting documents with my SAP appeal.
- □ I acknowledge that the review process will take least 5-10 business days and that my appeal will be reviewed by a committee.
- □ I am aware an email will be sent regarding my appeal status. By checking this box I confirm that I regularly check all emails on my account.
- □ I am aware that not meeting my academic plan can result in the loss of future financial aid assistance.
- □ I am aware my appeal can be denied and if denied I am responsible to pay all tuition and fee liabilities

I, ______ (print name) have read and understand the SAP requirements and SAP appeal process, I hereby attest that everything I have recounted in this appeal is true and accurate to the best of my knowledge. I understand that the documentation requested is required for my appeal to be reviewed and that the Office of Financial Aid has the right to request additional documentation.

Student Signature:

OFFICE USE ONLY	Date Received//
□ Approved by: /	□ Denied by
□ Academic Plan	□ Probation
OFFICE USE ONLY	

Date: / /

OFFICE USE ONLY Packaging		
Term(s)	Initials	
Term(s)	_Initials	
Term(s)	_Initials	
Term(s)	_Initials	
Term(s)	Initials	

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