

## 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:
  - 1) Maintain a cumulative GPA as detailed in the [KBCC SAP Chart](#)
  - 2) Complete the appropriate number of credits attempted - Students who frequently fail or [withdraw](#) from courses will earn fewer credits than they attempted.
  - 3) 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.
  - ✓ 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 record 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.

## FALL 2025 and/or SPRING 2026 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

FULL NAME:

EMPLID ID #

MAILING ADDRESS:

PHONE NUMBER:

EMAIL ADDRESS:

### SECTION 2: Enrollment Information

1. What semester are you submitting this Appeal for: ☐ Fall 2025 /Winter 2026 ☐ Spring 2026 /Summer 2026
2. Will you be enrolled in Winter 2026 or Summer 2026? ☐ Yes ☐ No ☐ Maybe
3. Are you a degree-seeking student ☐ Yes ☐ No (If no, you are not eligible to submit this appeal and are ineligible for financial aid.)
4. Have you ever submitted a SAP Appeal at KBCC? ☐ Yes ☐ No

### SECTION 3: Reason for Appeal

Provide a detailed explanation of the circumstances that led to the Satisfactory Academic Progress failure.

Please describe the steps you have taken to correct the problems that have prevented you from making Satisfactory Academic Progress.

**SECTION 4: Agreement**

- ✓ I am aware that I must submit copies 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

**SECTION 4: Certification and Signature**

I 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** (NO TEXT SIGNATURE PLEASE HAND SIGN OR E-SIGN ONLY)

**Date:**