



Satisfactory Academic Progress (SAP) Academic/Financial Aid Appeal Form

SAP APPEAL PRIORITY DATES:

Fall Semester: June 17, 2013

Spring Semester:

November 15, 2013

SAP APPEAL FINAL DEADLINE DATES:

Fall Semester: July 22, 2013

Spring Semester:

January 3, 2014

ATTENTION STUDENTS: Submitting this form does not guarantee reinstatement of financial aid or academic standing. The student is responsible for any charges incurred during periods of ineligibility, even if the appeal is not approved.

INSTRUCTIONS: Complete steps 1-4 below and submit this completed form with all supporting documentation to the Office of Enrollment Services. Appeals should be delivered to the Office of Enrollment Services located in the Bienvenue Student Center at the Mid-City Campus or to the Office of Student Services at the Acadian Campus (formerly Capital Area Technical College). The Appeal Form may also be emailed to enrollment@mybrcc.edu.

If you prefer to mail your appeal, please send to:

**Baton Rouge Community College
Office of Enrollment Services
ATTN: APPEALS COMMITTEE
201 Community College Drive
Baton Rouge, LA 70802**

Please note: BRCC does not accept appeals via fax.

Read each step carefully. **Incomplete appeals, including those submitted without completing steps 1-4 or without supporting documentation, will be denied. You will be notified of the outcome of your appeal by email and by U. S. Postal Mail within 10 - 15 business days.**

EXTENUATING CIRCUMSTANCES: Extenuating circumstances are considered to be significant life experiences that impacted your emotional and/or physical health so much that you were unable to make good academic progress.

Examples of significant extenuating circumstances include (but are not limited to):

- Medical Illness and/or injury (supported by medical documentation)
- Death in Immediate Family: parent, spouse, child, grandparents, siblings (supported by copy of death certificate AND/OR obituary)
- Call to active military duty (supported by copy of military orders)
- Legal problems or police matters
- Foreclosure or eviction

All of the above examples must pertain to the semester(s) in which you did not meet Satisfactory Academic Progress.

You may not base your appeal on:

- | | |
|--|---|
| ▪ Your need for financial aid | ▪ You did not attend class or stopped going to class |
| ▪ You did not know what classes to register for | ▪ You were not focused or committed to your education |
| ▪ Your lack of knowledge that your financial aid was in jeopardy | ▪ You took the classes many years ago |
| ▪ You did not know what to major in | |

Name: _____	Student ID #: _____
Address: _____	Program of Study _____
Street	Phone (include area code) _____
_____	Semester for which you are requesting an appeal:
City State Zip Code	___ Fall ___ Spring ___ Summer Year _____

STEP 1: Please Indicate Type of Appeal: (select all that apply)

- Financial Aid
- Readmit from Academic Suspension
- Retroactive Withdrawal - Course & Section (list each):
 - Explain in detail the reason(s) for this request. (step 2)
 - Attach appropriate supporting documents, including letters from faculty verifying your last date of attendance in each class.
- Max Hours (A Degree Audit and an approved Academic Plan **must** be attached to the appeal)
 - Change in major
 - Double major
 - Change in degree
 - Second Associate's Degree

IF YOU RECEIVED FINANCIAL AID, ACTION TAKEN VIA THIS APPEAL COULD RESULT IN YOUR HAVING TO REPAY A PORTION OF THOSE FUNDS TO THE COLLEGE OR TO THE FEDERAL AID PROGRAM. FOR CLARIFICATION, PLEASE CONTACT THE OFFICE OF FINANCIAL AID.

STEP 2: APPEAL STATEMENT: Explain in detail the extenuating circumstances you faced (see Page 1 for examples). If needed, please attach additional pages. Be sure to include your name and ID Number on each page):

STEP 3: (Financial Aid Only) ACADEMIC PLAN:

Attach [Academic Plan of Study](#). This plan must be signed by a Faculty/Academic Advisor.

STEP 4: CERTIFICATION: I certify that all the above information submitted is accurate. I further understand that incomplete appeals, including those with missing or insufficient documentation, will be denied. I fully understand that approved appeals will have conditions established in the approval of the appeal, and that those conditions must be met to be considered for receiving financial aid in the future.

Student Signature: _____ **Date:** _____

FOR ENROLLMENT SERVICES OFFICE USE ONLY

Received Date: _____ Received By: _____

BRCC Cumulative GPA: _____ Attempted Hours: _____ Passed Hours: _____ Last Date Attended: __/__/__

Previous Appeals: Yes No Reason for Appeal: GPA Pace of Progression Maximum Timeframe

of Appeals _____

Approval Conditions: _____

Denial Reason(s): _____

Committee: Approved: ___ Denied: ___ Signature: _____ Date: __/__/__
Approved: ___ Denied: ___ Signature: _____ Date: __/__/__
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