

BRCC Financial Aid Satisfactory Academic Progress Appeal: 2020-2021

Instructions:

Federal regulations state that students may only be allowed to continue receiving financial aid if they are making satisfactory progress toward the completion of their academic program. This is reviewed by measuring each student's GPA, rate of completion of their courses, and timeframe of completion of their program. You may find the full SAP policy: [SAP Policy](#).

You may use this form to appeal for reinstatement of your financial aid eligibility under a probationary set of guidelines referred to as an "Academic Plan." Appeals are considered if you were unable to meet the minimum requirements due to an unusual circumstance beyond your control. **SUBMISSION OF THIS APPEAL DOES NOT GUARANTEE APPROVAL. A message will be placed in your message center of the appeals committee's decision. You will receive an email to your VCCS email to notify you once the message has been sent.**

Please complete this form in its entirety. Incomplete forms will be returned unprocessed. If you do not know your Student ID number, instructions for looking it up can be found: [ID#](#). **This form must be submitted no later than the last day to add classes for each enrollment period.** Please refer to the college catalog for the last day to add courses for your enrollment period.

Late submissions will be considered for the following semester.

Appeals without documentation will not be considered.

Student Information

Last Name: _____ First Name: _____ Middle Initial: _____

Student ID: _____ Date of Birth: _____ Phone Number: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Email Address: _____

Please indicate the semester for which you wish to appeal:

Summer 2020 Fall 2020 Spring 2021 Summer 2021

Please indicate the type of appeal you are submitting. Check all that apply; refer to the to-do list on your Student Center if you are unsure which box to check:

- GPA** – Check this option if your GPA is below the minimum required GPA described in the [SAP Policy](#)
- Completion Rate** – Check this option if you have completed less than 67% of the coursework that you have attempted with a passing grade.
- Timeframe Exceeded** – Check this option if you have attempted more than 150% of the number of credits required to complete your current degree or certificate program.

Please indicate your reason for appealing. Check all that apply; please keep in mind that appeals without documentation **will not be considered**.

- Personal illness or illness of immediate family member.** Please attach medical records, such as a statement from a physician regarding treatment, hospital records, or other third-party documentation of illness.
- Death of immediate family member.** Please attach a copy of the obituary, death certificate, or other third party documentation
- Other unusual mitigating circumstances.** Please provide written explanation and supporting documents such as court records, police records, letters from counselors or other unbiased third parties, etc.

Please indicate how many credits remain to complete your degree or certificate: _____

If you do not know how many credits you need, please log in to your MyBRCC Account and access your Student Center. Under the heading "Academics," choose "Academic Requirements" in the drop down box and click the double arrow to the right of the box. This will display the hours needed to complete your program.

