



Instructions:

Federal regulations state that students must be making satisfactory progress toward the completion of their academic program in order to continue receiving financial aid. This is determined by measuring the student's GPA, rate of completion in their courses, and length of time taken to complete their program. The complete SAP policy can be found [here](#).

Students may complete and submit the appeal form, requesting consideration that their financial aid eligibility be reinstated. If approved, the student is placed on a probationary set of guidelines referred to as an "Academic Plan." Appeals are considered if a student was unable to meet the minimum requirements due to mitigating circumstances beyond their control. **SUBMISSION OF THIS APPEAL DOES NOT GUARANTEE APPROVAL.** Once the committee makes a decision a message is placed in your message center, and an email is sent to your VCCS student email notifying you the message is there.

You must complete this form in its entirety. Incomplete forms will be returned unprocessed. Instructions for looking up your student ID number are found here: [How to look up your student ID number](#). **The deadline for submitting this form is 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: (____) _____ - _____

Please indicate the semester for which you wish to appeal:

- Summer 2022 Fall 2022 Spring 2023 Summer 2023

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.

