



TITLE IV SATISFACTORY ACADEMIC PROGRESS APPEAL

STEPS TO FILE A TITLE IV APPEAL

1. Complete Steps 1-3 of this appeal and include appropriate supporting documentation.
2. Complete Step 4 by constructing your academic plan. When constructing your academic plan be sure to be conscious that the end result of your academic plan will leave you in good academic standing for SAP purposes. Clicks finalize your plan to print out your appeal and academic plan. PLEASE NOTE: the completion and submission of this academic plan is not final and can be altered by an advisor if necessary.
3. Sign and date the document in step 5 which certifies that you will submit your appeal and academic plan by the due date indicated on the form.
4. Submit appeal and supporting documents to the enrollment services center located on the first floor of the West Quad Building.
5. If your SAP appeal and academic plan is approved you will be notified via email by the SAP committee.
6. If your academic plan is approved you will receive instructions on how to complete Step 6 by email.

DEADLINE

Your appeal must be received by **February 1, 2016** for the **Spring 2016**.

Student Information:

Last Name: First Name: EMPLID:

Academic Career: Undergraduate: Seek: Graduate: Readmit/Academic Probation:

Street Address:

City: State: ZIP Code:

Email Address: Phone Number:

Step One (Reasoning):

Please indicate the extenuating circumstances that contributed to your inability to maintain Satisfactory Academic Progress by checking the category below that applies to you. Please follow the instructions for each category.

Death of an immediate family member (spouse, child, sibling, or parent)

Attach a copy of the death certificate or obituary and include the name of the deceased and relationship in the personal statement.

Serious injury or illness to student or immediate family member (spouse, child, sibling, or parent)

Attach a statement from the physician and explain the nature and dates of the injury or illness in the personal statement.

Significant trauma, crisis or undue hardship

Attach supporting documentation from a third party (physician, social worker, psychiatrist, law enforcement official, etc.)

Change of curriculum/ Exceeds maximum credits

Provide a detailed explanation as to why an excessive amount of attempted credits has been taken without progress to graduation. Supporting documentation must also be provided.

Other unexpected circumstances

Provide a detailed explanation in the personal statement explaining the nature and dates of the unexpected circumstances. Supporting documentation must also be provided.

Step Two (Personal Statement):

Provide a detailed explanation of the circumstances in Step One that led to the Satisfactory Academic Progress violation. Please provide a statement below. If additional space is needed, please attach a typed statement.

The reason I withdrew during the Fall 15 term was because I was involved in a car accident on October 12, 2015. I was in the hospital for two weeks because of a broken arm. Then I needed to have physical therapy every day for six weeks. This interfered with my ability to attend classes on a regular basis. I was unable to complete the fall 2015 semester and this affected my academic progress.

Step Three (Progress):

Please describe the steps you have taken to correct the problems that have prevented you from making Satisfactory Academic Progress. Please provide a statement below. If additional space is needed, please attach a typed statement.

My arm has healed and I feel confident that I am able to continue my coursework and improve my academic progress. I will also work with my academic advisor and seek help from the tutoring office offered at Brooklyn College. Below you will find my academic plan which will showcase my commitment to achieve academic success and my future ahead.

Step Four (Plan):

Enter how many semesters you plan to take:

Enter how many classes you plan to take in Semester 1:

Class Number	Credits	Planned Grade
Class 1	<input type="text" value="3"/>	<input type="text" value="A/A+"/>
Class 2	<input type="text" value="2"/>	<input type="text" value="A/A+"/>

Pace: Your new pace will be **62.5%**

This **Will** meet the requirement for your pace

GPA: Your new GPA will be **2.838**

This **Will** meet the requirement for your Gpa

Max time frame: Your new attempted credits towards your max time frame will be **8** credits

This **Will** meet the requirement for your Max Time Frame

If your academic plan doesn't bring you back to SAP standards, enter your expected graduation date:

Step Five (Certification and Signature):

I am requesting to have my eligibility for financial aid to be reinstated. I understand that my appeal will not be reviewed if it is incomplete or lacks documentation. By signing this form, I certify that the information provided on

this form is both truthful and accurate.

Student's Signatures: John Doe Date: 1/1/2016

Step Six (Academic Adviser Certification):

I approve this financial aid academic plan, which, if followed, will assist the student in reaching program completion or an academic standing acceptable for Satisfactory Academic Progress.

Comments:

Empty text box for comments with horizontal lines.

Advisor's Name: _____ Advisor's Signatures: _____ Date: _____

Committee Decision:

Appeal Approved Appeal Denied

Comments:

Empty text box for comments with horizontal lines.

Chairperson's Signature: _____ Print Name: _____ Date: _____

Student Notified on: _____ via email: _____ phone: _____ mail: _____

Academic Plan Compliance Review:

- Student met the conditions of the financial aid academic plan
- Student didn't the conditions of the financial aid academic plan

Comments:

Empty text box for comments with horizontal lines.

Reviewer's Signature: _____ Print Name: _____ Date: _____