

Bunker Hill Community College
Financial Aid
SAP Appeal Form
Fall 2018-2019

NAME _____ BHCC ID: _____

PROGRAM OF STUDY _____ EXPECTED DATE OF GRAD _____

Fall Appeal Deadline 1: July 20, 2018 by 3:59 p.m. for the appeal to be reviewed before fall bills are due.

Fall Appeal Deadline 2: August 17, 2018 by 3:59 p.m. for the appeal to be reviewed before the start of fall classes.

Appeals received after this time may not be reviewed before the start of fall classes.

Please read these steps and complete each requirement to appeal:

- I understand that I am being asked to appeal because I am not meeting one of the Satisfactory Academic Progress requirements. I must maintain at least a 2.0 GPA, pass at least 67% of the credits I attempt, and complete my program within 150% of the posted timeline (90 attempted credits for most degree programs and 45 attempted credits for most certificate programs). I understand that receiving NA grades, withdrawals, and F grades may make me ineligible for future financial aid at BHCC.

- I am attaching a detailed, typed letter that explains the following topics:
 - o Reason(s) I was unable to successfully complete my courses or have attempted more credits than my program allows
 - o Specific methods I will use or steps I have taken to be successful moving forward

I understand that my letter requires me to reflect on my academic success. I should write at least two full paragraphs to address the topics above. Essays of fewer than 10 sentences may cause my appeal to be denied or delayed.

- I am attaching documentation of any extenuating circumstances that I discussed in my letter; such as medical issues, recall to military duty, or death of an immediate family member or partner. I understand that failure to provide documentation of the reason for my appeal may result in my appeal being denied or delayed.
- I am certifying that I have completed my academic plan for the **Fall 2018 and Spring 2019 semesters**. I understand that planning courses that do not meet a requirement for my current academic program of study may result in my appeal being denied. I also understand **that my appeal may be denied if I submit this appeal without a completed academic plan for both semesters**. Handwritten appeals will not be accepted. If I have any IP grades, I am including information on my expected completion date from my instructor. I am aware that if I need assistance with my academic plan, I should visit the LifeMap Office in Room E-235 on the Charlestown campus.
- I understand that my appeal may take up to 5 business days to be reviewed, but that it may take up to three weeks for my entire financial aid file to be reviewed. I also understand that the final approval or denial of my appeal is at the discretion of the BHCC Financial Aid Office and that, if denied, I will not be eligible for financial aid at BHCC for the 2018-2019 academic year. I am aware that communication about my appeal will be sent to my BHCC email account or posted to my BHCC Self-Service account online.

SIGNATURE _____ DATE _____