

Bunker Hill Community College
SAP Appeal Form
Spring 2019

Spring Appeal Deadline 1: November 30, 2018 by 3:59 p.m. for the appeal to be reviewed before spring bills are due.
Spring Appeal Deadline 2: January 4, 2019 by 3:59 p.m. for the appeal to be reviewed before the start of spring classes. You may not qualify for financial aid in the Spring 2019 and Summer 2019 if you do not meet these deadlines.

NAME _____ BHCC ID: _____

PROGRAM OF STUDY _____ EXPECTED DATE OF GRAD _____

Please read these steps carefully and complete each requirement to appeal:

1. Detailed, typed letter that explains the following topics:

- a. Reason(s) I was unable to successfully complete my courses or have attempted more credits than my program allows
- b. 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.

2. Documentation of any extenuating circumstances: I am documenting that I circumstances 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.

3. Academic plan for the Spring 2019 and Fall 2019 semesters in BHCC's Self-Service. 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.

4. Copy of Change of Program/Change of Major form (if applicable)

By signing this form, I am indicating that:

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. 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

SIGNATURE _____ DATE _____

Please return this form electronically: <https://www.bhcc.edu/financialaid/financialaidforms/financialaidformupload/>