

**BOSSIER PARISH COMMUNITY COLLEGE  
FINANCIAL AID OFFICE  
SATISFACTORY ACADEMIC PROGRESS ELIGIBILITY APPEAL  
2008-09**

NAME: (Last) \_\_\_\_\_ (First) \_\_\_\_\_ (MI) \_\_\_\_

SID: \_\_\_\_\_ Telephone: (1) \_\_\_\_\_ (2) \_\_\_\_\_

ADDRESS: Street: \_\_\_\_\_ City: \_\_\_\_\_  
State: \_\_\_\_\_ ZIP: \_\_\_\_\_ E-mail: \_\_\_\_\_

Semester for which requesting eligibility: \_\_\_\_\_ Fall 2008 \_\_\_\_\_ Spring 2009 \_\_\_\_\_ Summer 2009

Please read each of the following requirements for a complete appeal and initial the blank prior to turning in your appeal. *An incomplete appeal packet will be returned without action.*

\_\_\_\_ I have read the Satisfactory Academic Progress policy.  
(initial)

\_\_\_\_ I have attached a current copy of my unofficial transcript(s). Official transcripts have been submitted to  
(initial) the Admissions Office and are posted to the BPCC computer system.

\_\_\_\_ I have described events or circumstances that directly contribute to my inadequate academic  
(initial) performance.

\_\_\_\_ I have described actions that I have taken to prevent a repeat occurrence of the events leading to  
(initial) my ineligible status.

\_\_\_\_ I have attached my typed explanation and all necessary documentation to support my reasons for appeal.  
(initial)

DATE: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

Appeals for exceptions to the policy must be submitted in writing using the BPCC form with all appropriate documentation and an unofficial copy of the most recent academic transcript. (An ***official transcript*** must be submitted to the Admissions office and ***posted to our system*** before the student may submit appeal). Suggesting that the Financial Aid office contact doctors, professors or other persons for additional information is not considered adequate documentation.

A mitigating (extenuating) circumstance is any occurrence that would provide just reason for failure to maintain successful academic progress. Documentation for mitigating circumstances may include but not be limited to physician records, hospitalization records, obituaries, and documentation from a job supervisor.

**It is important for students to understand that regardless of mitigating circumstances, if a student has a history of repeated absences and tardiness or a history of repeated minor excuses, withdrawals, or failing grades, this academic history could lead to denial of an appeal.**

PLEASE NOTE: In order to enhance the possibility of having an appeal approved, students must provide the committee with evidence, which convinces the members that if given another chance, the student's mitigating circumstances will not occur again during the semester, thus allowing the student to be successful.

## POLICIES AND PROCEDURES FOR FINANCIAL AID APPEALS

### I understand:

- ❖ The appeal letter must be typed.
- ❖ The appeal letter must describe the student's special or mitigating circumstance. If this is not included, the appeal letter **will be considered incomplete and returned to the student**. Incomplete appeals **will not be considered**.
- ❖ Important documents such as police reports, death certificates, birth certificates, medical records, and others that may help with the Committee's decision should be attached to the appeal letter.
- ❖ The appeal letter must be the original work of the student.
- ❖ The student must specify employment status.
- ❖ If the appeal is granted and the money is awarded, the student should not expect the awarded money in time for registration. The financial aid process can be lengthy and the process can not begin **UNTIL APPEAL IS GRANTED**. ***If the appeal is denied the student is responsible for payment of the balance due in full.***
- ❖ Students who are waiting for appeal results are **responsible for payment of tuition and fees**.
- ❖ Students are notified in writing of the Committee's decision, which is final. Explanation of justification for the decision is not provided to the student or parent(s).
- ❖ A student may appeal financial aid restriction only **twice** at BPCC. You may **NOT** appeal again for the **same mitigating circumstance**.
- ❖ Appeals will not be reviewed during registration.
- ❖ If student has attended any other colleges or universities, an **official transcript** from **each** college/university must be submitted to the Admissions office and **must be posted on our system**. A **copy** of the academic transcript from each institution **must be attached** to the appeal letter. If transcripts are unavailable, the appeal will not be accepted. Also, if the student does not disclose all previous schools attended, any approval appeal will be marked **"NULL AND VOID"**, and the student will be required to appeal again with all previous enrollment history being considered.
- ❖ If the student's appeal is **granted**, the student is eligible to receive federal financial aid. Satisfactory Academic Progress (SAP) will be reviewed at the end of **each semester**. The student must earn 75% of all hours attempted for the **semester** **AND** maintain a 2.00 for the **semester**. If the student does **NOT** meet the criteria, the student will again be placed on Financial Aid Restriction. Once the student's **cumulative** GPA reaches 2.00, **and** the student earns 75% of all hours attempted per semester, SAP will no longer be reviewed after each semester, but will be reviewed at the increments stated in the BPCC SAP Policy.
- ❖ Students whose appeal is **denied**, may **NOT** receive federal financial aid until he/she has earned the deficient number of hours and/or cumulative GPA and meets all other SAP requirements. A student may **NOT** appeal again to gain approval.
- ❖ The Appeals Committee meets on the 2<sup>nd</sup> Thursday of each month. Your typed letter must be turned in before 4:30 p.m. on the 1<sup>st</sup> Thursday of the month.

I certify that I have read and understand the above policies and procedures. I understand and agree that the Appeal Committee decision is **FINAL**.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

**YOU MAY NOT TURN IN THIS APPEAL FORM WITHOUT ALL TRANSCRIPTS ATTACHED.**

Member of Louisiana Community and Technical College System

**FA OFFICE USE ONLY:**  
**Date received:**

\_\_\_\_\_  
**Received by:**

\_\_\_\_\_