



# Birmingham-Southern College

## Financial Aid Office

### 2023-2024 Satisfactory Academic Progress Appeal Form

Federal regulations require students to meet Satisfactory Academic Progress (SAP) standards in order to receive federal financial aid. These standards are as follows:

1. Pace of Progression: Successful completion 67% of all attempted credit hours/courses.
2. GPA: Maintain a 2.0 cumulative GPA
3. Maximum Timeframe: Completion of academic program within 150% of the minimum credit hours required. This includes all attempted credit hours at BSC and all transfer credit hours from prior institutions.

You can view your most recent SAP calculation on Self-Service.

**Student Name:** \_\_\_\_\_ **BSC ID Number:** \_\_\_\_\_

**Program of Study:** \_\_\_\_\_ **Expected Date of Graduation:** \_\_\_\_\_

#### SAP Appeal Checklist:

1. Complete and signed SAP Appeal Form
2. Detailed letter describing:
  - a. Extenuating circumstances that impacted your academic success
  - b. Corrective action you have taken or will take to ensure future academic success
3. Supporting documents for identified extenuating circumstances
4. If you are appealing for max timeframe, submit a Degree Audit to show the remaining courses needed for graduation.

#### Terms of Appeal

- ✓ I understand that if my appeal is approved, my financial aid will be conditionally reinstated (probation), and my progress carefully monitored. I also understand that I must complete all attempted courses with a minimum 2.0 GPA during my probationary period or I will become ineligible for aid in the following term.
- ✓ I understand that the appeal decision is final and if denied I must complete at least one term with a 2.0 and 100% completion of all attempted classes before I am eligible to reappeal.
- ✓ I certify that the information contained in my SAP appeal form, statement, and supporting documents are true and accurate to the best of my knowledge. I understand that any false information is cause for the reduction, denial and/or repayment of my financial aid.

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

#### Financial Aid Office Use Only

Approved \_\_\_\_\_ Denied \_\_\_\_\_ FA Staff Initials: \_\_\_\_\_ Date: \_\_\_\_\_

Comments: \_\_\_\_\_

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