

# BPCC Appeal Request FALL/SPRING 2017-2018

**Financial Aid Office 318-678-6026      FAX: 318-678-6398**

**RETURN COMPLETED FORM (PAGES 1, 2, AND 3) TO THE FINANCIAL AID OFFICE**

OFFICE USE:

Hrs. Att.: \_\_\_\_\_

Over 60?  
(Student must address mx. hrs.)

LAST NAME	FIRST NAME	Student ID Number (LoLA number)
Address		City/State/ZIP
Student Phone Number	Date of birth	SSN

**Major:** \_\_\_\_\_

**PLEASE NOTE: THE COMMITTEE MAY DENY YOUR APPEAL REQUEST.**

**I AM APPEALING FOR THE SEMESTER INDICATED BELOW:**

\_\_\_\_\_ Fall 2017      Last day to submit an appeal for fall: **November 28 (unless you have ceased enrollment/attendance prior)**  
 \_\_\_\_\_ Spring 2018      Last day to submit an appeal for spring: **May 1 (unless you have ceased enrollment/attendance prior)**

Federal regulations require financial aid recipients to maintain Satisfactory Academic Progress in accordance with Bossier Parish Community College's Financial Aid Satisfactory Academic Progress (SAP) Policy. SAP includes cumulative grade point average, completion rate, and maximum credits allowed requirements that a student must meet in order to be eligible for federal financial aid. For more information regarding the College's SAP policy, please visit [www.bpcc.edu/financialaid](http://www.bpcc.edu/financialaid). Go to "Policies" to review the BPCC SAP policy. You may also request a paper version by visiting our office or by calling us at (318) 678-6026.

A student, who does not meet SAP requirements, is ineligible to receive further federal financial aid. However, a student may appeal to have his or her eligibility to receive federal financial aid reinstated by requesting a Financial Aid Appeal.

A Financial Aid Appeal requires the student to read the SAP policy [www.bpcc.edu/financialaid](http://www.bpcc.edu/financialaid). (Go to "Policies"), and to complete of the following steps:

1. Please check all of the following applicable reasons why you are not eligible for financial aid:
  - Completion rate less than the required 67% (or 75% if already on an Academic Plan)
  - Cumulative Grade Point Average (GPA) below SAP requirements
  - Exceeded the SAP requirements for Maximum Credits allowed (If you have attempted more than 60 hours, you must check this box)
2. Please check the circumstance that applies. You MUST provide supporting documentation.  
**ALL sections (pages 1, 2, and 3) must be completed or the appeal will be returned without review.**

Circumstance for Appeal	Supporting Documentation
<input type="checkbox"/> Serious medical illness or injury	<input type="checkbox"/> Signed doctor's statement on office letterhead; invoice on letterhead w/diagnosis stated
<input type="checkbox"/> Death of an immediate family member (parent, child, spouse, grandparent)	<input type="checkbox"/> Death Certificate; obituary (no funeral programs)
<input type="checkbox"/> Other circumstance (Described in formal written stmt)	<input type="checkbox"/> Letter/statement attached

Student's Name

Student ID Number

According to your situation, please explain below why you failed to meet BPCC's SAP requirements

**\*\*Also, if you have attempted more than 60 hours, please explain why you have attempted so many hours and have not earned a degree/certificate.\*\***

You may print your answer below or on a separate document that must be attached to this Financial Aid Appeal form. Your appeal request will not be submitted to the Committee if you do not provide a specific explanation.

PRINT LEGIBLY:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please explain what has changed in your circumstances that will allow you to meet SAP requirements. You may print your answer below or on a separate document that must be attached to this Financial Aid Appeal form. Your appeal request will not be submitted to the Committee if you do not provide a specific explanation.

PRINT LEGIBLY:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I have read the BPCC SAP Policy and understand all of the provisions contained therein. I recognize that I am ineligible for federal financial aid because I do not meet the BPCC SAP requirements. I further acknowledge that my submission of this Financial Aid Appeal does not guarantee that I will have my eligibility for federal financial aid reinstated and, and I understand that any classes that I have registered for now and in the future at the College may not be eligible for federal financial aid. I recognize that if my Financial Aid Appeal is denied, I am responsible for the payment of any remaining balance. I understand my appeal may be denied, and if so, I may not request another appeal to gain financial aid eligibility.

I certify that my answers to this Financial Aid Appeal, as well as all documentation or supplemental information attached hereto, are true and correct. I recognize that the reasons by which the Financial Aid Office may deny my Financial Aid Appeal include, but are not limited to, failure to provide the Financial Aid Office with a complete Financial Aid Appeal by the specified deadline; untruthful answers, documentation, or supplemental information; inadequate explanation, documentation, or supplementation. I understand that the decision of the Financial Aid Office regarding my Financial Aid Appeal, including any and all stipulations or conditions of an approved Financial Aid Appeal, **is final**. I understand that my appeal request may be DENIED. However, should this Financial Aid appeal be approved, I recognize that I must meet all of the conditions of my Academic Plan at all times in order to remain eligible to receive financial aid at the College.

Student's Signature

Student ID Number

Date

OFFICE USE ONLY: NSLDS CHECKED BY: _____					
NSLDS: DEFAULTED LOAN?	Y	N	OVERPAYMENT?	Y	N
HAS STUDENT RECEIVED AID FROM ANOTHER SCHOOL DURING THIS AWARD YEAR?			Y	N	

## BPCC Request for Academic Plan for Satisfactory Academic Progress

**You must take this form to the Academic Advising Center.** The Academic Advising Center will create the curriculum portion of your Academic Plan (APLAN). You must submit the completed APLAN to the Financial Aid office along with your appeal.

Name: \_\_\_\_\_ Student ID Number: \_\_\_\_\_ Last 4 SSN: \_\_\_\_\_

Major: \_\_\_\_\_ Concentration: \_\_\_\_\_

Check ONE box below:

I am APPEALING and requesting an Academic Plan to begin with \_\_\_\_\_ semester 20\_\_\_\_\_ for the following satisfactory academic progress issue(s):  
(Fall/Spring/Summer)

- Completion rate less than the required 67% (or 75% if already on an Academic Plan)
- Cumulative Grade Point Average (GPA) below SAP requirements
- Exceeded the SAP requirements for Maximum Credits allowed

\_\_\_\_\_ If my appeal is granted, I understand while in an Academic Plan status I will be required to meet the following requirements:

- Initial \_\_\_\_\_
- Earn a 2.25 GPA each semester
  - Follow the curriculum plan provided to me and
  - Successfully complete at least 75% of the total classes attempted each semester

### BPCC Academic Advising Center – your responsibilities

#### **Signing in at the Academic Advising Center:**

Sign in at the kiosk and choose “Other” and type in APLAN so that the Academic Advising Center will know that you are there for an APLAN.

I understand it is my responsibility to meet with the Academic Advising Center to discuss the resources and strategies to help me reach my educational goals. I recognize that I am solely responsible for meeting all of the requirements of the Academic Plan (requirements listed above) and that I will be ineligible for financial aid should I be unable to achieve all of these requirements. This Academic Plan is in place as long as I am meeting the requirements of the Plan, and it shall be reviewed at the end of each semester until I meet satisfactory academic progress.

The Academic Advising Center will be able register you for your classes at this time. If your Financial Aid appeal is DENIED, you may request that those classes be dropped (if the classes have not already begun).

#### **If you are unable to visit the Academic Advising Center:**

If you live out of town and cannot visit the Academic Advising Center, please call them at 318-678-6489 to set up a phone call/email appointment to have the Academic Advising Center complete your APLAN curriculum by email or phone.

#### **Federal Aid will not pay for classes that DO NOT APPLY TOWARDS YOUR DEGREE**

In addition, I acknowledge that any additional credits or alternate classes I choose to take that are not included in this Academic Plan (or do not count towards my degree program) are ineligible for federal financial aid. Therefore, all such classes and credits shall be taken at my own expense, and I understand that I remain responsible for meeting all of the conditions of this Academic Plan to be considered for future financial aid eligibility.

Student's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## Policies and Procedures for Financial Aid Appeals (STUDENT KEEPS THIS PAGE)

Students may appeal if the student experienced **\*mitigating circumstances** that prevented the student from meeting the Satisfactory Academic Progress (SAP) requirements. Examples of mitigating circumstances may be defined as, prolonged illness, accidents that require hospitalization to the student or a close family member, death of an immediate family member, or other types of accidents or incidents. Documentation for mitigating circumstances may include but not be limited to physician records, hospitalization records, police reports, obituaries, and documentation from a job supervisor.

### HOW TO SUBMIT A FINANCIAL AID APPEAL

Students may appeal to the Financial Aid Appeals Committee. **Your appeal request will be submitted to the Appeal Committee. The Committee will VOTE. Please understand, submitting an appeal request does not GUARANTEE approval. Your appeal request may be denied.** The student must be able to meet the BPCC SAP requirements by the end of the semester in which the student is appealing and the student must:

1. **Complete the Financial Aid Appeal Form.**
2. **Submit page three (3) to the Academic Advising Center.** The Academic Advising Center will create the curriculum portion of your APLAN.
3. Submit COMPLETED Appeal Form, **ALONG WITH THE APLAN** from the Academic Advising Center, and all supporting documentation regarding your mitigating circumstance, to the Financial Aid Office **on or before the Appeal Deadline date.**

**No late submissions will be accepted.**

**\*All appeals must have documentation that corresponds with the type of appeal the student is filing.**

**Deadlines:** The semester deadline date will be posted on the Financial Aid Appeal Form. The Financial Aid Appeal Committee will meet **\*WEEKLY**. Appeals must be submitted by Tuesday each week. Appeals submitted by Tuesday, should have a decision by Friday of the same week. Appeals submitted on Wednesday, Thursday or Friday, you should have a decision by the *following* Friday. **\*During the months of January and August, please allow TWO WEEKS for a decision from the Committee (due to the volume of appeals submitted).**

### IF YOUR APPEAL IS APPROVED, YOU MUST FOLLOW YOUR ACADEMIC PLAN:

**PROBATION:** If the appeal is approved, and the institution has determined that the student should be able to meet the SAP standards by the end of the semester, the student will be placed on “**Probation**” (with no Academic Plan) and will be eligible for aid for one semester. The student’s academic progress will be reviewed at the end of that semester. If, at the end of the semester, the student does NOT meet the SAP requirements, the student is no longer eligible for federal aid until the student attends at his own expense and meets all SAP requirements.

*(Federal regulations do not provide (allow) for a second appeal that immediately follows a previous probation period. While a student may, over the course of an entire academic career, repeat the financial aid probation, two such periods cannot be consecutive without an intervening period during which the student makes SAP).*

If the appeal (with an Academic Plan) is approved, and the institution has determined that the student will NOT be able to meet the SAP requirements by the end of the semester, the student will be placed on “**Probation with Academic Plan**”, meaning the student is eligible for aid as long as the student adheres to the Academic Plan. Students on Academic Plan must meet all Academic Plan requirements without exceeding the Maximum hours allowed:

### Academic Plan includes three (3) SAP Requirements

1. **GPA: Earn a 2.25 GPA each semester**
2. **PACE: Successfully complete at least 75% of the total classes attempted each semester**
3. **Follow the Academic Curriculum provided by the Academic Advising Center**

The student’s academic progress will be reviewed at the end of each semester until the student meets all SAP requirements specified in the Academic Plan. **If the appeal is DENIED**, the student is not eligible to receive federal aid and must attend at his own expense until all SAP requirements are met. **If the appeal is DENIED, you may not request another appeal to gain federal eligibility.** You must attend at your own expense until you meet all SAP requirements. **The committee’s decision is FINAL.**