

### SATISFACTORY ACADEMIC PROGRESS APPEAL

Eligibility for student financial aid is determined, in part, by the student's ability to meet the following **Satisfactory Academic Progress (SAP)** standards:

**GPA Standard** – 2.0 cumulative GPA

**Pace of Progression Standard** – Complete 67% of all credit hours attempted.

**Maximum Timeframe Standard** - Credit hours for completion of degree must not exceed 150% of academic program requirements. This means you must attempt less than 183 credit hours before receiving degree. **Note:** Those who fail the maximum timeframe standard will also need to submit a Graduation Plan sign by your advisor. The graduation plan form can be found on our website at <http://bchs.edu/node/1441>.

**Academic Plan** - Students on Financial Aid Probation, after having an appeal approved, must comply with conditions outlined in the Academic Plan based on the SAP standard failed. Most academic plans require no grades of D, F, W, or I (incomplete) during the probationary semester(s), and a minimum trimester GPA of at least 2.0.

**Because you have failed one or more of these standards, Federal regulations state that you cannot be awarded financial aid without documenting the reason you were unable to make SAP, and giving evidence of how that situation has changed so that you can make SAP in future semesters. A student may have a maximum of three (3) satisfactory academic progress appeals during their academic career at Baptist College of Health Sciences.**

Appeal forms submitted without supporting documentation will be denied.

#### A. STUDENT INFORMATION

Student Name: \_\_\_\_\_ BCHS ID#: \_\_\_\_\_

SSN: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Phone: \_\_\_\_\_ Trimester and Year for which you are seeking aid:  
Fall \_\_\_\_\_ Spring \_\_\_\_\_ Summer \_\_\_\_\_

#### B. APPEAL INFORMATION

Please indicate the basis for your appeal:

\_\_\_\_\_ Significant trauma or injury to the student, physical illness or mental health issues

\_\_\_\_\_ Serious illness or injury to a dependent of the student that required extended recovery time

\_\_\_\_\_ Death of a family member during the trimester

\_\_\_\_\_ Other unexpected circumstances beyond the control of the student, as explained on this form

See the last page for examples of acceptable documentation for each of these situations.

- 1. Please describe the circumstances that kept you from meeting SAP standards during your most recent trimester. Also explain how that situation has changed so that you can now meet SAP standards. You will need to document this situation – see the last page for acceptable forms of documentation.

Semester and year of the situation: \_\_\_\_\_ (Attach an additional page if necessary)

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- 2. Each appeal reason can only be approved once. Please describe how you plan to keep this situation from affecting your academic progress in future trimesters: (Attach an additional page if necessary)

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Your appeal will be reviewed as quickly as possible. Check your **myCampus** portal for updates on the status of your appeal.

- **If your appeal is approved**, you will be asked to complete an **Academic Plan** with our office. **Once you have submitted the completed Academic Plan form, you will be placed on Financial Aid Probation for one trimester and offered the aid for which you are eligible.** Your probation will be renewed one trimester at a time as long as you continue to meet the requirements of the academic plan. If the academic plan requirements are not met, you will once again be placed on Financial Aid Suspension.
- **If your appeal is denied, or you fail to adhere to your academic plan**, you will stay on Financial Aid Suspension, and will be responsible for paying your tuition and fees without financial aid until you meet Satisfactory Academic Progress standards or can appeal based upon a different reason and documentation.

**C. CERTIFICATION AND SIGNATURE**

I hereby certify that all information provided on this form is true, complete, and correct to the best of my knowledge. If asked by an authorized official, I agree to give proof of the information that I have given on this form. I understand it is a federal crime to purposefully give false or misleading information, and may be subject to a fine, imprisonment, or both.

\_\_\_\_\_  
Student's Signature (Required)

\_\_\_\_\_  
Date (Required)

*Student Financial Aid Office Use Only*

Reason for Appeal:  GPA  Pace of Progression  Maximum Timeframe

Decision:  Approved  Denied

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

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Counselor Initials: \_\_\_\_\_ Date of Review: \_\_\_\_\_

## ACCEPTABLE DOCUMENTATION

Documentation needs to confirm that the situation directly affected the trimester you are using as the basis for your appeal. Documentation of situations that did not impact the trimester in question will not be considered in support of an appeal.

Reason for appeal	Examples of Appropriate, Verifiable Documentation
Significant trauma in student's life that impaired the student's emotional and/or physical health. Provide detailed explanation regarding the specific circumstances of the trauma.	<ul style="list-style-type: none"> <li>• Documentation from a third party such as a psychiatrist, physician or police report.</li> <li>• A statement from a psychiatrist or physician should include the following: The approximate dates and duration of the illness, whether it was severe enough to impact the student's coursework, and how it has changed so that the student can now be expected to be successful.</li> </ul>
Serious illness or injury to student or family member that required extended recovery time.	<ul style="list-style-type: none"> <li>• Documentation from a physician giving the dates of the illness or injury and confirming that it would have kept the student from completing their coursework, as they were the primary caregiver. If it is a chronic condition, documentation also needs to show how the situation has changed to allow the student to make SAP.</li> </ul>
Death of a family member during the trimester	<ul style="list-style-type: none"> <li>• A copy of the death certificate, obituary, or order of service from the funeral.</li> </ul>
Other unexpected circumstances beyond the control of the student, as explained on this form	<ul style="list-style-type: none"> <li>• A police report</li> <li>• Legal documentation such as a divorce decree or custody decree</li> <li>• An eviction notice</li> <li>• A copy of a military activation letter</li> </ul>

Please note that the Financial Aid Office will review your unofficial transcript. Do not submit a copy of your transcript or coursework from Baptist College of Health Sciences.

Those who failed the maximum timeframe standard will also need to submit a Graduation Plan sign by your advisor.

**Be sure to keep a copy of this entire form and all documentation for your records.**