

**The Community College of Baltimore County
Office of Financial Aid**

Satisfactory Academic Progress Appeals

Students who fail to meet the standards of satisfactory academic progress as defined in the Condition of Award have recourse to an appeal process. Academic difficulties are sometimes the result of illness, separation/divorce, or work-related problems. The Financial Aid Office is able to consider appeals based on these circumstances, provided the appeals are accompanied by appropriate documentation.

Examples of documentation, which might be used to support an appeal, include the following:

1. Medical documentation pertaining to the time period in question and indicating that the student was unable to perform normal school-related activities.
2. Documents from a counselor, therapist, or social worker relating to emotional or family difficulties, which affected a student's performance.
3. Police report of incidents in which the student was the victim of a crime.
4. Documentation from a student's employer explaining work-related difficulties.
5. Letter of support or academic support plan written by the student's academic advisor.
6. Proof of acceptance into a second AA degree program and the list of courses that are required to complete that degree.

Please note that all documentation should include the student's name and relate to the specific time period during which the student's academic performance was affected. It is important that they be as explicit as possible in detailing the student's problem(s) and how they affected academic performance. In the appeal letter, the student should also explain why he/she believes that these difficulties will not impact performance in the future.

The inclusion of supporting documentation as outlined above does not guarantee that a waiver of academic standards will be granted. Each case must be considered individually. However, appeal letters submitted without supporting documents **will not** be considered. Generally, appeals will be processed within 10 business days. (Please note that appeals can take longer during registration periods.)

Questions may be directed to the Financial Aid Office at the campus you are attending.

CCBC Catonsville
800 South Rolling Road
Baltimore, MD 21228
410-455-4170

CCBC Dundalk
7200 Sollers Point Road
Baltimore, MD 21222
410-285-9830

CCBC Essex
7201 Rossville Blvd.
Baltimore, MD 21237
410-780-6937

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Your financial aid eligibility has been suspended for one or more of the following reasons:

- Failed to pass 51% or more of all classes attempted for the semester
- Attempted more than 30 hours of remedial classes
- Attempted more than 98 or more credits without earning an AA degree
- Failed to maintain the required grade point average
- Have already earned an AA degree

Name: _____ CCBC ID# _____

Address: _____ Zip: _____

Phone Number: _____ Campus Attended: _____

Date: _____ Requesting aid to be reinstated for: _____ Fall _____ Spring

Review the reverse side of this appeal form for samples of required documentation. **Appeals will be returned** without proper documentation and will delay the decision process.

Reason for appeal (Choose one):

- _____ Illness (must have occurred during semester affected)
- _____ Work-related issues
- _____ Change in family situation (separation/divorce)
- _____ Grade Change
- _____ Other

Explain in detail the reason that you are requesting an appeal (attach a separate page if necessary):

Financial Aid Use Only

____ Approved ____ Denied ____ Additional Information Requested

Reviewed by: _____ Date: _____

Decision Letter Sent: By: _____ Date: _____