

Financial Aid Satisfactory Progress Appeal (SAP) Form

Name (Last, First): _____ CCBC ID: _____

Address: _____ Zip code: _____

Telephone Numbers: Day: _____ Evening: _____

What semester are you requesting aid for? **(CHECK ONE)** Fall Spring Summer

Are you currently a CCBC student employee? Yes No

To appeal, complete all of the following steps:

- Login to SIMON at https://simon.ccbcmd.edu/pls/PROD/twbkwbis.P_WWWLogin and verify that your college record lists your correct degree or certificate program. If the academic program is incorrect please change your degree/certificate program with the Records & Registration office.
 - Make an appointment to meet with an academic advisor to review your academic history and address any areas of concern. Work with the academic advisor to create a student success plan and select courses for the upcoming semester. **Attach a copy of the intervention form obtained from the academic advisor.**
 - List the CCBC Associate's degree or certificate program that you are pursuing: _____
 - List your next semester courses (include course number). These courses should be required to complete the degree/certificate listed above. _____
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- If this is your first SAP appeal, please explain on the back of this form why you have not been successful in your classes. If you have appealed before, please ONLY explain the new violations that have occurred since your last appeal on the back of this form. If you have extenuating circumstances, you MUST attach appropriate documentation such as medical statements.

Please initial each item below to agree to each appeal condition:

- _____ **If I am currently enrolled in classes, while I wait for my appeal decision**, I am responsible for paying my balance at the Bursar's office because financial aid will not hold my courses.
- _____ I promise to only take courses that are required to complete my official program of study at CCBC.
- _____ If my appeal is approved:
- _____ I may "drop" courses by the 100% refund deadlines with no penalty, but **I will be re-suspended if I "withdraw" from any courses** after the 100% refund/drop deadlines.
- _____ **I must pass ALL my courses while I am on probation.** (I must complete 100% of all attempted credits.) I understand that a "D" is not a passing grade while on probation.
- _____ **I must earn at least a 2.0 GPA for each semester.**
- _____ I may also be required to limit the number of classes/credits I take each semester.

Denied Appeals and Options for Students Who Choose Not To Appeal:

If your appeal is denied or you choose not to appeal, you may be able to reestablish eligibility by successfully completing six or more required credits at your own expense with a 2.0 GPA or better. You must not earn any new withdraw, failure, audit or incomplete grades during the semester(s) that you complete the six required credits, and you must need these additional credits to complete your official associate's degree or certificate requirements. After completing these requirements, you may submit another SAP appeal to request reinstatement of your financial aid eligibility.

If this is your first SAP appeal, please explain why you have not been successful in your classes. If you have appealed before, please ONLY explain the new violations that have occurred since your last appeal. If you have extenuating circumstances, you MUST attach appropriate documentation such as medical statements.

Please explain how you will be more successful in the upcoming semester.

Student Signature: _____ Date: _____

**** Incomplete forms will NOT be reviewed and will be returned to the student for completion. This will delay the possible reinstatement of your financial aid and the availability of a book credit (if you are eligible).****

Financial Aid Office Use Only

- Approved: _____
- Denied: _____
- Other: _____

Reviewed by: _____ Date: _____

Decision letter sent by: _____ Date: _____