



Satisfactory Academic Progress Appeal Form

Last Name	First Name	MI
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Student ID	Phone Number	Program of Study
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SAP Appeal Instructions:

Review the Satisfactory Academic Progress (SAP) policy and appeal process outlined online at <https://bcomm.org/faculty-staff/policy-manuals/> to determine if you are eligible to file an appeal. An appeal packet consists of this form, a written appeal statement, supporting documentation, and an academic plan approved by the SPC. Incomplete appeal packets cannot be reviewed. A student who wishes to appeal the termination of financial aid eligibility will be required to submit to the Office of Financial Aid:

- A written appeal that is specific in describing the factors that caused the financial aid suspension and should explain what changes will be made that will allow you to meet standards.
- An academic plan approved by the Student Progress Committee (SPC).
- Supporting documentation, depending on the circumstances, may be required.

Written Appeals: Appeals may be based on the following circumstances:

- Personal medical condition impeded progress; written statement from student's health care professional or other documentation required.
- Death or life-threatening medical condition of immediate family member; written statement from health care professional or other documentation required.
- Student experienced extraordinary situation or problem which necessitated professional intervention to overcome; statement from health care professional or other documentation required.
- Other extenuating circumstances prevented achievement of academic progress; documentation required.

Student Acknowledgments:

- I have read and understand the BCOM Satisfactory Academic Progress Policy;
- I have received written notification of my failure to meet Satisfactory Academic Progress Standards;
- All statements made in conjunction with this appeal are true and complete to the best of my knowledge;
- I understand that submission of this appeal does not guarantee reinstatement of financial aid eligibility;
- I understand that my appeal may be denied and that appeal decisions made by BCOM representatives are final.

Student Signature	Date
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