

Bunker Hill Community College
Financial Aid
SAP Appeal Form
Spring 2021

NAME _____

BHCC ID: _____

CURRENT PROGRAM OF STUDY _____ Anticipated Graduation Date: _____

If you are changing programs for Spring 2021, please list the new program and include a copy of your program change form.

Spring Appeal Deadline 1: November 20, 2020 for the appeal to be reviewed before spring bills are due.

Spring Appeal Deadline 2: January 8, 2021 for the appeal to be reviewed before the start of spring classes. Appeals received after this time may not be reviewed before the start of classes.

- I have completed my two semester academic plan (Spring 2021 and Summer 2021 OR Spring 2021 and Fall 2021) in the BHCC Self-Service system.** I understand that planning courses that do not meet a graduation requirement for my current academic will cause my appeal to be marked incomplete. I also understand **that my appeal cannot be approved if I submit this appeal without a completed academic plan for two semesters.** (Students with a graduation date in spring or summer must have a plan that shows all required courses for the program as registered or planned).

- I am attaching a detailed, typed letter that explains the following topics:**

- Reason(s) I was unable to successfully complete my courses or have attempted more credits than my program allows over the past year(s)
- Specific methods I will use or steps I have taken to be successful moving forward

I understand that my letter requires me to reflect on my academic success. I should write at least two full paragraphs to address the topics above. Essays of fewer than 10 sentences may cause my appeal to be denied or delayed.

- I am being asked to appeal because I am not meeting one of the Satisfactory Academic Progress requirements. I must maintain at least a 2.0 GPA, pass at least 67% of the credits I attempt, and complete my program within 150% of the posted timeline (90 attempted credits for most degree programs and 45 attempted credits for most certificate programs). I understand that receiving NA grades, withdrawals, and F grades may make me ineligible for future financial aid at BHCC.
- If I have documentation of any circumstances that I discussed in my letter; such as medical issues, recall to military duty, or death of an immediate family member or partner, I am including them. I understand that failure to provide documentation of the reason for my appeal may result in my appeal being denied or delayed.
- I understand that my appeal may take up to 5 business days to be reviewed, but that it may take up to three weeks for my entire financial aid file to be reviewed. I also understand that the final approval or denial of my appeal is at the discretion of the BHCC Financial Aid Office and that, if denied, I will not be eligible for financial aid at BHCC for the 2020-2021 academic year. I am aware that communication about my appeal will be sent to my BHCC email account and posted to my BHCC Self-Service account online.

By signing my name, I am agreeing that I understand the information listed above.

Student Signature or e-signature

Date

FOR ASSISTANCE WITH YOUR ACADEMIC PLAN, PLEASE EMAIL ADVISING@BHCC.EDU.
WHEN COMPLETE, PLEASE SUBMIT YOUR APPEAL TO STUDENT CENTRAL:
<https://www.bhcc.edu/financialaid/financialaidforms/financialaidformupload/>