



FOR OFFICE USE ONLY

STAMP HERE

CAMPUS: _____ INITIAL: _____

C D E OM

Satisfactory Academic Progress (SAP) Appeal

Name: _____ CCBC ID: _____

I am requesting aid for:

- SUMMER 2024**
SUBMIT BY:
6/28/2024
- FALL 2024**
SUBMIT BY:
6/28/2024
- WINTER/SPRING 2025**
SUBMIT BY:
1/17/2025

I am attending courses primarily at:

- Catonsville**
- Dundalk**
- Online**
- Essex**
- Owings Mills**

Federal regulations require students receiving financial aid (including grants, loans, and federal work-study) to make progress toward a degree/certificate according to academic progress standards set by CCBC. These regulations also allow for exceptions, documented in a written appeal, only when extenuating circumstances existed that caused a student to fail to meet one or more of the SAP standards. **⚠️ Work conflicts are not considered extenuating circumstances.**

STEP 1: Please address the following prompts:

1. What is your current, declared Program of Study (major) at CCBC (please ensure this matches your record with our Registrar's Office)?

2. Please list the courses (i.e. subject abbreviation and course number) that you plan to enroll in for the next semester.
 - **EXAMPLE:** ENGL 101

3. Describe in detail the reasons you were unsuccessful (failures, withdrawals, incompletes, etc.) in prior semesters.
 - **If this is your first SAP appeal:** provide details for all previous semesters in which you were unsuccessful.
 - **If this is not your first appeal:** provide details related to your most recent semester.

Be sure to include relevant dates. If more space is needed, attach an additional written statement to this form. We strongly encourage you to obtain and review your academic transcript prior to filing this appeal.

4. What has changed in your situation, and what steps have you taken that will allow you to be academically successful (i.e. no failures or withdrawals) moving forward? Provide information about improvements in study skills, health, family circumstances, employment and finances, etc. If more space is needed, attach an additional statement to this form.

**STEP 2: List the supporting documentation that you will include with your appeal:
(please see the back page for a list of examples of acceptable documents)**

Examples of Acceptable Documentation for Step 2:

- ✓ A copy of an obituary or death certificate (please specify your relationship to the deceased).
- ✓ A signed and dated statement on letterhead from a physician explaining the nature and dates of a temporary illness and/or injury.
- ✓ Third-party documentation (e.g. a physician's statement, police report, or documentation from other third-party professional) describing circumstances that required the student to temporarily provide care or support to another individual.
- ✓ A detailed explanation regarding the specific circumstances of a medical, psychiatric, or physical condition, to include resolution and/or treatment/management plan. Supporting documents from a third party (physician, social worker, mental health professional, police, etc.) must be attached to document the original circumstance, as well as confirming that the issue does not remain an ongoing hinderance to educational success.
- ✓ An attorney's letter (on law firm letterhead), petition for separation, or copy of divorce decree.
- ✓ A copy of an eviction notice or letter from a transitional-housing program or any other entity related to eviction and/or housing insecurity.

Student Certification
 READ AND CHECK EACH TO INDICATE YOU UNDERSTAND

By signing this document, I certify all information and documentation submitted pertaining to this appeal is true and accurate. I understand and agree to the following statements:

- Submitting this appeal does not guarantee financial aid eligibility. While I wait for my appeal decision, **I am responsible for paying my balance** at the Bursar's Office, regardless of financial aid or this appeal form. The Financial Aid Office will not protect my courses from being dropped.
- If my appeal is *APPROVED*, financial aid will only apply to eligible coursework in which **I have actively attended/participated** since the official course start date. My appeal may take 2-3 weeks to review and may not be reviewed before my classes begin.
- If my appeal is *DENIED*, I will be responsible for all charges incurred (tuition, books, meal plans, etc.). If I do not wish to be responsible for charges, I must formally drop course(s) prior to their start date, in accordance with the college's add/drop policy.
- I will only take the required courses to complete my official program of study at CCBC.
- I have read CCBC's Satisfactory Academic Progress (SAP) policy, and it is my responsibility to stay informed and monitor my own SAP status.
- Incomplete forms and forms submitted without documentation **will not be reviewed and automatically denied.**
- I understand the decision of the Appeal Committee is **FINAL** and all correspondence will be sent to my **CCBC SIMON** account.
- I understand that I am **limited to a maximum of three appeals** during my academic career at CCBC.
- I understand that only appeals submitted before the deadlines posted on this form/our website are guaranteed to be reviewed. Late appeals **MAY** be reviewed (at the discretion of the Financial Aid Office), but are not guaranteed.
- NOTICE: Please be aware that, according to Maryland Family Law 5-701, educators are required to report current and past child abuse and neglect even when the former victim is now an adult and even when the former alleged abuser is deceased. If you disclose current or past abuse/neglect in any submitted paperwork or to any financial aid staff personally, we are required by law to report it. CCBC Financial Aid Office will report the suspected abuse/neglect to the Title IX officer. If you have any questions, you can contact the Title IX Office at TitleIX@ccbcmd.edu.

Student Signature: _____

Date: _____