

SAP Appeal Request

Students who wish to appeal the “Satisfactory Academic Progress” must submit a letter to the Financial Aid Office. The SAP Appeals Committee considers appeals based on a variety of extenuating circumstances (e.g., personal illness or injury, death of an immediate family member, or other unusual circumstances). The SAP Appeals Committee generally meets once a month; appeal meeting dates are posted in the Financial Aid Office. Your appeal must be submitted to the Financial Aid Office by **5:00 p.m.** the day prior to meeting date in order for the committee to review your appeal. The decision of the SAP Appeals Committee will be available two business days of the meeting.

Name: _____			
Last	First	MI	
EMPLID: _____		SSN: _____	
Current Address: _____			
City	State	Zip	Phone
Program/Major: _____		Anticipated Graduation Date: _____	
Term you are appealing to receive aid: <input type="checkbox"/> Fall 20 _____ <input type="checkbox"/> Spring 20 _____ <input type="checkbox"/> Summer 20 _____			

REASON FOR APPEAL

Circumstance: Check appropriate circumstance(s)

- Personal Illness or Injury

- Death of Immediate Family Member

- Other Unusual Circumstance

Documentation

Required: A typed appeal letter from you.

Additional (**strongly recommended**): A written statement from your physician or attending professional citing your illness or injury and its probable effect upon your academic performance.

Include date of onset and length of time of your illness or injury.

Required: A typed appeal letter from you.

Additional (**strongly recommended**): An obituary, death certificate, or letter from a professional (lawyer, doctor, minister) which states the **date of the death** and the individual’s relationship to you.

Required: A typed appeal letter from you.

Additional (**strongly recommended**): Documentation supporting your circumstances from a tutor, professor and/or professional who is familiar with your circumstances. **Documentation must state the date(s) during which these circumstances occurred** and their probable effect on your academic performance.

PLEASE NOTE:

- Additional documentation may be required by the Appeals Committee.
- A KCTCS Degree Audit form will be **required** for all Maximum Time Frame Appeals.
- Financial Aid cannot pay for courses taken by audit, credit hours earned by placement tests, or non-degree courses.
- Transfer credit hours count in the attempted/completed SAP hours as recorded by Admissions and Records.
- Student may receive funding for remedial course work for a maximum of 30 attempted credits.
- The number of courses you take may be limited.
- The Appeals Committee may approve your appeal with certain academic progress conditions.
- The decision of the Appeals Committee is final.

Bluegrass Community & Technical College

Satisfactory Academic Progress Standards

Bluegrass Community & Technical College (BCTC) has adopted the following standards of satisfactory progress in order to comply with this federal requirement. Student Aid enrollment status for payment purposes will be established at the close of the 7th calendar day beginning with the first day of class, including weekends but not holidays, or upon file completion whichever is later. Students should register for all sessions of a term at the beginning of the term for their classes to be considered for student aid payment. Courses added after this date will not be considered for enrollment for student aid purposes but will be counted as attempted for quantitative progress. Federal Regulations mandate calculation of enrollment for payment may be made only once a semester. These standards are for financial aid purposes only and neither replaces nor overrides BCTC academic policies.

1. **A student is required to complete sixty-seven percent (67%) of all cumulative credits attempted, as expressed by the number of hours successfully completed divided by the number of hours attempted.** Successful completion would be grades of A, B, C, D, or Pass; unsuccessful grades would be E, F, W, Z or Incomplete. *See table below
2. **Students will be expected to maintain the minimum academic standards. BCTC uses a 4-point scale for Grade Point Average (GPA) and requires students to have a 2.0 grade point average after each measured term.** (Measured terms are as follows: each semester for certificate programs, students on probation and students who do **not meet** one or more of the three standards and each spring for diploma and degree programs).
3. **Students are expected to complete their degree/diploma/certificate program within a Maximum Time Frame (MTF) of 90 credit hours for associates, 72 credit hours for diploma, and 45 credit hours for certificate.**

Re-Establishing Satisfactory Academic Progress

A student who is ineligible to receive financial aid because of failure to meet the standards of satisfactory academic progress may re-establish his/her eligibility by enrolling at his/her expense and meeting the aforementioned standards. Classes taken at other colleges outside the KCTCS System will not be taken into consideration for the purpose of reinstatement.

Right To Appeal

- A student determined ineligible to receive financial aid for failure to meet the standards of satisfactory academic progress may submit an appeal in writing to the BCTC Financial Aid Office. This written appeal must be received in the Financial Aid Office at least one month prior to the enrollment period. A KCTCS Degree Audit form will be **required** for all Maximum Time Frame Appeals.

***Table of Hour Requirements**

Hours Attempted	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17
Required Hours	2	3	3	4	5	5	6	7	7	8	9	9	10	11	11
Hours Attempted	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32
Required Hours	12	13	13	14	15	15	16	17	17	18	19	19	20	21	21
Hours Attempted	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47
Required Hours	22	23	23	24	25	25	26	27	27	28	29	29	30	31	31
Hours Attempted	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62
Required Hours	32	33	34	34	35	36	36	37	38	38	39	40	40	41	42
Hours Attempted	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77
Required Hours	42	43	44	44	45	46	46	47	48	48	49	50	50	51	52
Hours Attempted	78	79	80	81	82	83	84	85	86	87	88	89	90		
Required Hours	52	53	54	54	55	56	56	57	58	58	59	60	60		