

Office of Financial Aid • P.O. Box 468 • Pocahontas, AR 72455 • Phone 870-248-4000 •  
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### Satisfactory Academic Progress Appeal

Your appeal will be reviewed by a committee to evaluate your academic record and determine if extenuating or unusual circumstances existed.

**Extenuating circumstances include** situations beyond the student's control that do not allow them to successfully complete the semester; such situations may include unplanned medical conditions, victim of severe crime, or a participant in a vehicle accident.

The appeal decision will be made within 10 business days. If approved, you will be notified and financial aid will be reinstated if all other requirements have been met, including a completed FAFSA. You will be required to maintain academic progress as stated in the BRTC Financial Aid SAP Policy to continue to receiving financial aid.

**ACADEMIC PLAN** - Appeals granted approval for students who were suspended based on timeframe, will be reinstated aid eligibility under the condition of an ACADEMIC PLAN. The academic plan will only allow students to enroll for courses needed for completion of chosen major. **Any deviation from the academic plan will result in suspension!**

***If placed on ACADEMIC PLAN or PROBATION PLAN, student MUST graduate within 30 credit hours upon appeal approval. \*\*\*Students can only appeal ONE TIME while at BRTC.\*\*\****

#### **Submit to the FA Office:**

*All appeals that have incomplete items listed below will not be reviewed.*

- ☐ ***Typed appeal essay***- clearly identify your extenuating circumstances for each term that was not satisfactory.
- ☐ ***Any necessary documentation*** that can validate your reason to appeal. (Examples include: hospital records, police reports, court records, letters from your doctor, etc.)
- ☐ ***Completed degree plan signed by your advisor***- The degree plan must be filled out in completion including the semester & year each course was completed (ex. Fall '06) and the semester & year that you plan to complete the remaining courses need for graduation. Also, indicate your anticipated graduation date on the appeal. (Degree plans can be printed from BRTC's website).
- ☐ ***Transcript*** from BRTC. (may be unofficial)
- ☐ ***Appeal application*** listed on next page.



Name \_\_\_\_\_ SSN \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Phone Number \_\_\_\_\_

Name of faculty advisor \_\_\_\_\_

What is your major at BRTC? \_\_\_\_\_  
(You **must** be seeking a degree at BRTC to be eligible for aid.)

What is your anticipated graduation date (month & year)? \_\_\_\_\_

Have you had a previous appeal approved? \_\_\_\_\_ Yes \_\_\_\_\_ No

Have you met/exceeded the 150% timeframe? \_\_\_\_\_ Yes \_\_\_\_\_ No

Can you graduate within 30 credit hours upon appeal approval? \_\_\_\_\_ Yes \_\_\_\_\_ No

I, \_\_\_\_\_, understand if I am suspended because I have exceeded hours  
Printed Name

allotted for my degree and my appeal is approved that I will be placed on an Academic Plan status to allow me continued financial aid eligibility **ONLY** for the time needed to complete my degree. *\*If I am suspended for any reason other than exceeded hours, then I will be placed on Probation or Probation Plan status if my appeal is approved.\**

I may **ONLY** enroll for courses listed on my degree plan, which is for \_\_\_\_\_.

If I enroll for any other courses besides those listed on my approved degree plan, I will be placed on Financial Aid Suspension again without any further option to appeal. My Academic Plan OR Probation Plan status would then be void and any future coursework would be at my own expense.

I understand that opting to pay for courses, at my own expense, that are not on my approved degree plan will also void my Academic Plan status. Doing so would convert my status, once again, to Financial Aid Suspension with no further option to appeal.

**If after reading the above statements, you realize the degree plan you are submitting does not reflect the degree you are ultimately seeking, contact the Financial Aid Office before submitting the appeal. It may be in your best interest to wait to use your one-time appeal after completing prerequisite courses or to complete one program before beginning another one. Once an appeal is reviewed and approved, you are obligated to the degree plan submitted and would have no further option of appeal, if suspended again.**

I confirm that I understand the above statements about an academic plan or probation plan. I **MUST NOT CHANGE MY MAJOR FROM THE DEGREE THAT I INDICATED ABOVE UNTIL I GRADUATE FROM THAT PROGRAM.** I also verify understanding that my financial aid eligibility will be reevaluated upon completion of the approved program before being allowed to receive future federal aid assistance.

Signature of **Student** \_\_\_\_\_

\_\_\_\_\_  
Date

Signature of **Financial Aid Office** \_\_\_\_\_

\_\_\_\_\_  
Date

**\*\*The decision of the committee is final. \*\***