



Financial Aid Office  
P.O. Box 468  
Pocahontas, AR. 72455  
870-248-4000 Ext. 4019, 4020, or  
4021  
Fax: 870-248-4100

## 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!**

**\*\*\*Appeals can be submitted ONCE per academic year.\*\*\***

### 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 the term in question.
- 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).
- Transcripts** from all colleges attended including BRTC. (may be unofficial)
- Appeal application** listed on next page.

# Satisfactory Academic Progress Appeal Application

(Complete the ENTIRE page and submit with your appeal.)

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

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