



2011/2012  
ACADEMIC PROGRESS APPEAL

Blue Mountain Community College  
PO Box 100  
Pendleton, OR 97801  
(541)278-5759 Service Center  
(541)278-5889 Fax  
[finaid@bluecc.edu](mailto:finaid@bluecc.edu) E-mail

BMCC ID: \_\_\_\_\_ - \_\_\_\_\_ OR Last 4 digits of SSN: XXX - XX - \_\_\_\_\_

LAST NAME: \_\_\_\_\_ FIRST NAME: \_\_\_\_\_

Academic Advisor: \_\_\_\_\_ Degree Intent: \_\_\_\_\_

**ALLOW 3 - 4 WEEKS FOR PROCESSING**

Appeal Purpose (check all that apply):  Financial Aid  Institutional

Please be aware that your need for financial assistance as is NOT a basis for appeal.

- 1. Signed written statement to indicate what extenuating circumstances prevented you from successfully completing those courses in which you were enrolled?  
Extenuating circumstances are situations that:
  - Are significant and documentable
  - Are unforeseen through the drop period
    - Lack of financial assistance by the end of the add/drop period is not considered “unforeseen” and does NOT meet the criteria for appeal.
  - Are beyond your control
  - Occurred during the term (after the drop period)
  - Had a direct impact on your ability to successfully complete the term
  
- 2. Supporting documentation for each circumstance stated above. All supporting statements must be signed. Examples of supporting documentation include, but are not limited to:
  - Physician statement
  - Accident report
  - Written statement of support from advisor, instructor, friend or family member familiar with your circumstances.
  
- 3. Attach Academic Plan. MUST be signed by your academic advisor.

**Incomplete appeals will automatically BE DENIED!** Incomplete appeals are those that are not signed or do not have all steps completed. Do not submit if not complete.

Appeals are reviewed in the order in which they are received. If a complete appeal is received by 5:00 PM the 1<sup>st</sup> day of classes, financial aid staff will make every effort to review and notify the student prior to 5pm on the 5<sup>th</sup> day of classes (Add/Drop deadline).

For more information on the Financial Aid and Institutional Academic Standards please see our website:

Institutional Academic Progress (IAP) Policy:  
[http://www.bluecc.edu/cat\\_IAP](http://www.bluecc.edu/cat_IAP)

Financial Aid Satisfactory Academic Progress (SAP) Policy:  
<http://www.bluecc.edu/sites/bluecc.edu/files/File/finaid/11-12/1112SAP-POLICY-092211.pdf>



2011/2012
ACADEMIC PROGRESS APPEAL
(Academic Plan)

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BMCC ID: - OR Last 4 digits of SSN: XXX - XX -

LAST NAME: FIRST NAME:

Academic Advisor: Degree Intent:

Directions: In the space provided below, for each challenge you stated in your written statement, please describe your proposed solutions for resolving those challenges in order to be academically successful.

Solution(s) & Resource(s):

Please check enrollment level and list the courses you wish to enroll in next term:

- Full Time 12 credits (MAX)
Three Quarter Time 9-11 credits
Half Time 6-8 credits
Quarter Time 1-5 credits

Table with 3 columns: Course ID, Course Name, Number of Credits

By signing below you acknowledge and understand that if you fail to register for the above classes, your appeal will be denied. Further, you understand that you must be successful in the above listed courses (complete all courses with 2.0 term GPA or higher) or you will automatically be suspended until your academic status is in "good standing".

Student's Signature Date

Academic Advisor Signature Date

Office Use only:

- Approved Denied

Student Financial Assistance Staff Signature Date

Student Success Advisor Signature Date