

Bridges To Success
Satisfactory Progress Appeal Information

You can submit an appeal if you have failed to meet the Satisfactory Academic Progress or the Non-Academic requirements for the Bridges To Success Summer/Bridges To Success Achievers Scholarship Program.

A committee of College Transition Program administrative staff will review your appeal. You **MUST** submit evidence to show that your academic record/non-academic progress was affected by unusual circumstances beyond your control, and that any steps needed to correct a problem have been taken. You will be notified of the appeal decision in writing. The decision of the committee will be final and may not be further appealed.

If your appeal is approved, you will be placed on Bridges To Success Program probation for your next session. You must sign a contract agreeing to the conditions of your probation. When placed on Bridges To Success Program probation, you are allowed to receive your scholarship for one additional session. At the end of your probation session, you will be expected to be in compliance with all requirements. If you are in compliance, you will continue to receive aid without any further formal requests. If you are not in compliance at the end of your probation session, your eligibility for the scholarship will be suspended.

If your appeal is denied, you will not be eligible for the scholarship until you have improved your progress and are in compliance with requirements of the Bridges To Success Program.

Instructions:

1. You may appeal for the current session or the next upcoming session only. Appeals for prior sessions will not be considered.
2. You **must have results** of the Free Application for Federal Student Aid on file in our office.
3. Complete and return the attached Bridges To Success Progress Appeal Form. **Please be sure to attach required proof and documents.**
4. Submit a Degree Audit with your appeal. If not submitted, your appeal will be denied.
5. If you are appealing because you have reached the maximum number of credits attempts, you will need to show which required courses you will take each session until you graduate. You must meet with an academic advisor to obtain an educational plan and the Bridges To Success Director or designee. The educational plan must be attached to your appeal. If you omit this question, your appeal will be denied.
6. Return your appeal package to the Valencia Community College Office of Recruitment and Retention of Ethnically Diverse Students, West Campus, Student Support Building (SSB) Room 110 or mail to P.O. Box 3028, Orlando, FL 32802.
7. It will take approximately two weeks from the deadline of submission to receive a decision about your appeal.

BRIDGES TO SUCCESS PROGRAM
SATISFACTORY PROGRESS APPEAL

Name _____ VID# _____

Address _____ Phone# (____) _____
(Street) (City) (State) (Zip)

What session will this appeal apply to?

☐ Fall (August-December) ☐ Spring (January-April) ☐ Summer (May-August)

What degree are you seeking from Valencia? _____

When do you expect to graduate from Valencia? _____ / _____
Month Year

What is your career objective? _____

Which portions of the Satisfactory Program requirement are you appealing? (Check all that apply)

- Grade point average is less than 2.5
- Completion ratio is less than 75% of attempted courses
- Total college-level hours attempted is greater than 68
- More than two-years in program
- Incomplete Workshops/Community Service hours
- Other _____

For **GRADE POINT AVERAGE, COMPLETION RATIO PROBLEM(S), TOTAL COLLEGE-LEVEL ATTEMPTED IS GREATER THAN 68 and MORE THAN TWO-YEARS IN THE PROGRAM:** Explain what happened to cause you to have bad grades and/or not complete your course work. **(Submit Educational Plan and Degree Audit.) (Please note that if you do not attach any documentation, your appeal may be returned to you without action.)**

Explain how the above situation prevented you from doing well and not meeting grade and hour requirements. **(Please note that if you do not answer this question, your appeal may be returned to you without action.)**

Explain what changes have occurred that will enable you to meet the academic progress requirements in the future?

For **MORE THAN 68 HOURS EARNED:** If your appeal is because you have attempted more that 68 hours toward your degree, what courses will you take each term in order to graduate. **(Please note that if you do not answer this question, your appeal for over 68 hours will be denied.) (An educational plan and degree audit must be attached.)**

For **INCOMPLETE NUMBER of WORKSHOPS and LESS THAN THE NUMBER OF REQUIRED COMMUNITY SERVICE HOURS:** Explain what happened to cause you to not complete the required number of workshops and/or not complete your community service hours. **(Please note that if you do not answer this question, your appeal may be returned to you without action.)**

The information I have provided is correct to the best of my knowledge. I have attached documentation. I understand that the decision on this appeal will be provided by mail in approximately two weeks after the Appeals Committee meeting.

Signature

Date

