



Eligibility for student financial aid is determined, in part, by the student's ability to meet the following Satisfactory Academic Progress (SAP) standards:

- **GPA Standard** – 2.0 cumulative GPA
- **Pace of Progression Standard** – Complete 67% of all credit hours attempted. Example : 30 overall hours attempted x 67% (completion rate) = at least 21 hours completed
- **Maximum Timeframe Standard** – Students must complete their degree program by attempting no more than 150% of hours required for the degree program. Example: Degree requires 60 to complete, therefore the degree must be finished with no more than 90 hours attempted (60 x 1.5 = 90 hours). **Note:** Those who failed the maximum timeframe standard will also need to submit a Degree Audit Plan.
- **Academic Plan** – Students on financial aid probation, after having an appeal approved, must comply with conditions outlined in the Academic Plan based on the SAP standard failed.

Because you have failed one or more of these standards, federal regulations state that you cannot be awarded financial aid without documenting the reason you were unable to make SAP, and giving evidence of how that situation has changed so that you can make SAP in future semesters.

Appeal forms submitted without supporting documentation will be denied. Information submitted to the Financial Aid Office is covered under federal privacy laws, and will not be shared with those who do not have the need or authorization to view it.

Student Information

Name: _____ SSN: _____

Semester and Year for which you are seeking aid:

Fall Spring Summer Year _____

Appeal Information

Please indicate the basis for your appeal:

- Significant trauma or injury to the student, physical illness or mental health issues
- Serious illness or injury to a dependent of the student that required extended recovery time
- Death of a family member during the semester
- Other unexpected circumstances beyond the control of the student, as explained on this form

See the last page for examples of acceptable documentation for each of these situations.

1. Please describe the circumstances that kept you from meeting SAP standards during your most recent semester. Also explain how that situation has changed so that you can now meet SAP. You will need to document this situation – see the last page for acceptable forms of documentation. (Attach an additional page if necessary)

2. Each appeal reason can only be approved once. Please describe how you plan to keep this situation from affecting your academic progress in future semesters.

Your appeal will be reviewed as quickly as possible.

If your appeal is approved, you will be placed on financial aid probation. Your probation will be renewed one semester at a time as long as you continue to meet the requirements of the academic plan. If the academic plan requirements are not met, you will once again be placed on financial aid suspension.

If your appeal is denied, or you fail to adhere to your academic plan, you will stay on financial aid suspension and will be responsible for paying your tuition and fees without financial aid until you meet academic progress standards or can appeal based upon a different reason and documentation.

Academic Plan: Must meet with Financial Aid Office

_____ I must make at least a 2.0 semester GPA in the courses that I am taking this semester.

_____ I must complete all of my courses with no F's, W's or I's.

_____ I may be limited to hours of classes this semester and I am expected to satisfactorily complete all courses that I am taking.

_____ I understand that I may be recommended to participate in at least _____ hours of tutoring per week in the LSC this _____ semester as a condition of my probation. The tutoring requirement begins _____ and ends _____. **NOTE: Your attendance in a SLA session will be considered as a replacement for your required tutorial hours.**

X _____ Date
Financial Aid Office representative signature

Certification:

I hereby certify that all information provided on this form is true, complete, and correct to the best of my knowledge. I asked by an authorized official, I agree to give proof of the information that I have given on this form. I understand it is a federal crime to purposefully give false or misleading information, and may be subject to a fine, imprisonment, or both.

Please initial each:

_____ I understand that I must meet Satisfactory Academic Progress requirements to maintain eligibility for financial aid. If my appeal is approved I must continue to pass at least 67% of the hours attempted each semester with no dropped or failed classes and maintain a 2.0 GPA.

_____ I understand that even if I provide a personal statement and documentation to support my appeal it may still be denied.

_____ If I do not attend a semester I am registered for and DO NOT drop the classes before the first day of class, I may owe money to the college.

X _____ Date
Student Signature

For Financial Aid Office Use Only

Approved Denied

Counselor Signature: _____ **Date Received:** _____

Acceptable Documentation

Documentation needs to confirm that the situation directly affected the semester you are using as the basis for your appeal. Documentation of situations that did not impact the semester in question will not be considered in support of an appeal.

Reason for Appeal	Examples of Appropriate, Verifiable Documentation
Significant trauma in student's life that impaired the student's emotional and/or physical health. Provide detailed explanation regarding the specific circumstances of the trauma.	<ul style="list-style-type: none">• Documentation from a third party such as a psychiatrist, physician or police report.• A statement from a psychiatrist or physician should include the following: The approximate dates and duration of the illness, whether it was severe enough to impact the student's coursework, and how it has changed so that the student can now be expected to be successful.
Serious illness or injury to student or family member that required extended recovery time.	<ul style="list-style-type: none">• Documentation from a physician giving the dates of the illness or injury and confirming that it would have kept the student from completing their coursework, as they were the primary caregiver. If it is a chronic condition, documentation also needs to show how the situation has changed to allow the student to make SAP
Death of a family member during the semester	<ul style="list-style-type: none">• A copy of the death certificate, obituary, or order of service from the funeral
Other unexpected circumstances beyond the control of the student, as explained on this form	<ul style="list-style-type: none">• A police report• Legal documentation such as a divorce decree or custody decree• An eviction notice• A copy of a military activation letter

Please note that the Financial Aid appeals committee will review your unofficial transcript.

Be sure to keep a copy of this entire form and all documentation for your records.