

STUDENT APPEAL – Satisfactory Academic Progress

Students should refer to College Procedure 3.1.4, "Satisfactory Academic Progress – Federal Financial Aid," which describes the steps taken to appeal a Financial Aid Suspension.

STUDENT INFORMATION

Student Name:

Student ID:

Phone Number:

Date of Appeal:

Term of Appeal:

REASON FOR FINANCIAL AID SUSPENSION

Check all that apply.

☐ Grade Point Average

☐ 2/3 Completion Rate

☐ 150% Maximum Timeframe

STUDENT INSTRUCTIONS

Federal regulations require students to maintain Satisfactory Academic Progress (SAP) in three areas:

- 1) *Maintain a minimum cumulative GPA of a 2.0 or above,*
- 2) *Pass at least two-thirds (66.67%) of registered coursework attempted*
- 3) *Complete an academic program of study within the maximum timeframe of 150% of the program's published length.*

The timeframe begins with the first term of enrollment and continues until the student completes the program of study. All terms are counted, even those where the student did not receive financial aid. A student's progression is evaluated at the end of each term.

When a student's failure to meet one or more SAP requirements is the result of events beyond the student's control, the student may submit an appeal of Financial Aid Suspension, on the basis of "mitigating circumstances," using this form and by providing appropriate documentation for consideration.

APPEAL JUSTIFICATION

Check all that apply.

☐ Serious student illness or injury

☐ Serious illness, injury, or death of family member

☐ Military reassignment or deployment

☐ Homelessness

☐ Retraining following job loss or layoff

☐ Natural disaster

☐ Significant life trauma affecting student emotional or physical health

☐ Other (describe): _____

STUDENT NARRATIVE

Attach to this form a typed letter describing the specific circumstances justifying the appeal. Also attach all supporting documentation.

Examples of documentation include: Doctor's letter supporting onset of illness, death certificate or obituary for family member, DD214 or orders showing military reassignment/deployment, employer letter stating date and reason for layoff, unemployment office letter offering retraining (TRA benefits letter), etc. Appeals submitted without all required documentation will be denied.

The letter must include the following:

- *The specific circumstances that resulted in your failure to maintain Satisfactory Academic Progress*
- *The changes in circumstances that will allow student to regain Satisfactory Academic Progress if the appeal is approved.*
- *The student's educational goals associated with completing the program of study.*

EDUCATION PLAN

Student must meet with an academic advisor to complete a revised education plan.
List all remaining courses required for program completion.

Course Number & Name	Credit Hours	Course Number & Name	Credit Hours

Major: Anticipated Graduation Term:

Advisor Name: Signature:

STUDENT CERTIFICATION

I certify the information submitted is true and correct to the best of my knowledge. I understand that the decision of the appeal committee is final. If my appeal is approved, I acknowledge that I will be required to attend mandatory tutoring and advising sessions while on Financial Aid Probation caused by not achieving GPA or 2/3 completion requirements.

Student Signature: Date:

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APPEAL DECISION

☐ **APPROVED.** Student is placed on FINANCIAL AID PROBATION.

Revised education plan expires at the end of the term or upon having attempted credit hours, whichever comes first. If the student has not attained SAP upon expiration, student will be returned to Financial Aid Suspension Status.

☐ **DENIED.** Student remains on Financial Aid Suspension. This decision is final.

APPEAL DECISION NARRATIVE

(Provide amplifying information of appeal review. Attach additional pages as needed.)

OFA Signature:

Date: