

SCC Financial Aid Appeal for failure to Make Satisfactory Academic Progress (SAP)

Financial aid recipients must meet Satisfactory Academic Progress (SAP) standards in order to maintain financial aid eligibility. A student is considered to be making SAP when the following three conditions are met: minimum 2.0 GPA, minimum 67% completion rate, and completion of program of study within the 150% maximum time frame. Students who are not maintaining SAP standards may appeal their financial aid suspension if the failure to do so is due to events **beyond their control**. The SCC Financial Aid Director will review your appeal within approximately 30 days of our receipt of your completed form, and then will notify you within 7 days of the decision. If approved, the student must comply with all SAP standards or academic plans in all subsequent semesters. If the student does not maintain SAP, he/she will be ineligible for further appeals.

Name: _____ SCC Student ID#: _____

Failure to make Satisfactory Progress during [list semester(s)] _____

1. Reason for Appeal:

- My cumulative GPA is below 2.0
- My completion rate is below 67%
- I have exceeded or will exceed the 150% maximum time frame.

2. Is this your first SAP Appeal?

- Yes
- No, my last appeal was submitted _____ (indicate term & year)

3. Indicate the mitigating circumstance that best describes your situation and attach the required documentation:

- LOSS OR CHANGE OF EMPLOYMENT (student, parent of dependent student, or spouse of independent student) WHICH PREVENTED CLASS PARTICIPATION**
 - o Attach statement from employer on company letterhead explaining the nature of the work conflict- must include dates
- INJURY OR ILLNESS OF STUDENT OR IMMEDIATE FAMILY MEMBER WHICH PREVENTED CLASS PARTICIPATION**
 - o Attach medical records or doctor's letter on letterhead- must include date of injury or illness
- DEATH OF IMMEDIATE FAMILY MEMBER**
 - o Attach obituary, funeral program, or death certificate- must include date
- EXCEEDED OR WILL EXCEED MAXIMUM TIME FRAME DUE TO PREVIOUSLY COMPLETED PROGRAM OR MORE THAN 30 REMEDIAL CREDIT HOURS**
 - o Attach unofficial transcript showing program completion
 - o Explain the life circumstances that prompted you to pursue a new program of study (on page 2)
 - o Submit a program completion information form signed by your academic advisor
- OTHER- Briefly describe the extraordinary event that prevented SAP compliance (to be more fully explained on page 2):**
 - o _____
 - o Attach third party documentation of event on organization letterhead, e.g., licensed counselor, social worker, pastor, teacher, etc. (No family members.)

An appeal is permitted only for situations listed above that are beyond the student's control. Reasons which are not considered suitable justification for an appeal:

- Student was young, attended in high school, did not take school seriously, etc.
- Student changed majors multiple times because he/she did not know what he/she wanted to do.
- Student did not realize that withdrawals would adversely affect financial aid eligibility.
- Student not able to successfully complete classes due to other obligations.

6. CERTIFICATION & SIGNATURE:

With my signature, I certify the following:

- I am submitting a complete SAP Appeal Form and required documentation as outlined on page 1.
- I understand that my appeal will not be reviewed if incomplete.

The SCC Financial Aid Director will review your appeal within approximately 30 days of our receipt of your completed form, and then will notify you within 7 days of the decision. The decision of the SCC Financial Aid Director may be appealed to the SCC Dean of Students. However, the Dean’s decision is final, and no further appeal is available to you. Your signature certifies that the information contained in your letter is accurate.

 Print Student Name

 SCC ID#

 Student Signature

 Date

To be completed by Financial Aid Office:

Cumulative FA GPA _____ Tot. Hours Attempted _____ Tot. Hours Completed _____ Completion Rate _____

Is it possible for student to be making Satisfactory Academic Progress at end of next semester? _____

SCC Financial Aid **Approved**

Decision You have regained financial aid eligibility for one semester so that you can reach the required SAP standards of a cumulative GPA of at least 2.0 and a cumulative course completion rate of at least 67%, without exceeding the 150% maximum time frame.

Approved With Academic Plan
 You cannot reach the SAP standards in one semester, so you are being placed on an academic improvement plan. You must earn a semester ***GPA of at least 2.5 and a semester completion rate of at least 75% in terms subsequent to this date*** until you reach the required SAP standards, or complete your program. You will retain financial aid eligibility if you meet these requirements.

Additional Terms of Academic Plan _____

Approved for Maximum Time Frame
 You are approved for an additional _____ semester(s) to complete the following program of study: _____

Denied
 You are not eligible for financial aid at this time. You will regain eligibility when you reach the required SAP standards of a cumulative GPA of at least 2.0 and a cumulative completion rate of at least 67%, without exceeding the 150% maximum time frame.

 Financial Aid Office Signature

 Date