

SATISFACTORY ACADEMIC PROGRESS APPEAL FORM
 2023- 2024

STUDENT NAME : _____ SCC ID: _____

Current Program of Study: _____

Anticipated Program Completion Term: _____

SATISFACTORY ACADEMIC PROGRESS POLICY

TERM	SUBMIT APPEALS ON or AFTER:	DEADLINE DATE:
Fall 2023	July 1, 2023	August 25, 2023; 5 pm Central Time
Spring 2024	December 1, 2023	January 26, 2024; 5 pm Central Time
Summer 2024	May 1, 2024	May 31, 2024; 5 pm Central Time

Federal regulations require students to meet Satisfactory Academic Progress (SAP) standards in order to receive federal financial aid.

SAP has three (3) components. A student must:

1. Successfully complete 66.7% of all attempted credit hours,
2. Maintain a 2.0 cumulative grade point average (GPA) or higher, and
3. Complete their program of study within 150% of the minimum credit hours required for the program. This includes earned transfer credit hours and all credit hours attempted at SCC.

SAP calculations use a higher GPA if your program requires a higher standard

If you fail to meet any of the criteria listed above, you are ineligible for financial aid.

You have the right to appeal your ineligibility if you experienced unforeseen, significant, and documentable extenuating circumstances. An extenuating or unforeseen circumstance is a significant life experience where the situation or outcome was beyond your control, could not be predicted or planned, and prevented you from succeeding academically.

On the following page are examples of extenuating circumstances and suggested documentation. Documentation of your circumstances is required. Appeals received without documentation will not be considered. The Appeal Committee reserves the right to request additional documentation. Your appeal and the supporting documentation will remain confidential.

Examples of Extenuating Circumstances and Documentation

Medical illness, injury, or disability	Documentation from the attending doctor or hospital
Death of an immediate family member	Obituary notice or funeral program. An explanation of your relationship to the deceased and the effect the death had on your ability to be academically successful.
Divorce or Separation	Divorce decree, letter from an attorney, or signed statement from a counselor or therapist.

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SAP APPEAL CHECKLIST

Please check the box next to each required item indicating you have completed it:

- F Satisfactory Academic Progress Appeal Form
- F Supporting documentation for identified extenuating circumstances
- F Summary statement of extenuating circumstances that impacted your academic success (typed or legibly written.)
- F Statement of corrective action you have taken to ensure academic success (typed or legibly written.)

CERTIFICATION and SIGNATURE

- F I certify that the information on this appeal form and all attachments are complete, true, and accurate to the best of my knowledge.
- F I understand that all information must be provided and be complete for this appeal to be considered. I understand this appeal is a request for reinstatement, but does not guarantee that financial aid eligibility will be restored.
- F I understand the decisions made by the Appeal Committee are final and I am responsible for all institutional charges if my appeal is denied .
- F I understand if my appeal is approved, my academic progress will be reviewed each term, and failure to meet the conditions of my appeal may result in the loss of future financial aid.
- F If I have an Academic Plan developed with my financial aid counselor, I agree to abide by the requirements outlined on that plan.
- F I understand in order to submit an appeal I must comply with the SAP policy and all other eligibility requirements set forth by The Office of Financial Aid at Southeast Community College

STUDENT SIGNATURE : _____

DATE : _____

E-signatures will NOT be accepted