

Wallace Community College Selma

Office of Financial Aid



Satisfactory Academic Progress (SAP) Appeal Request

Program of Study _____

Student Name

Student's ID Number

Current Email

Current Telephone Number

GUIDELINES

All appeals should be submitted two weeks before the first day of class each semester. Any appeal submitted after the first day of class may be reviewed on a case by case basis.

Students placed on Financial Aid Suspension may seek Federal Aid eligibility by completing the **Financial Aid Satisfactory Academic Progress (SAP) Appeal Request**. The Financial Aid Appeals Committee will use the form to assist in determining the student's continued eligibility for Federal Aid during the subsequent semesters.

When a student loses federal aid eligibility because he failed to make satisfactory progress he may appeal that result on the basis of but not limited to: his injury or illness, the death of a relative, or other special circumstances. Also, in certain circumstances, the appeals committee reserves the right to request additional documentation to support and verify any mitigating circumstances (medical conditions, accidents, deaths, transportation issues, etc.) causing you to fall below SAP requirements.

REQUIREMENTS

- **Typed Essay**
 - Full name and student number required.
 - Give specific reasons that caused you to perform below SAP requirements.
 - What has changed in your situation?
 - What measures will you take to ensure academic success?
- **Copy of Current Academic Transcript (WCCS)**
- **Supporting Documents (If Applicable)**

Satisfactory Academic Progress (SAP) Requirements

Students must maintain the following **Grade Point Average** requirements:

- If the student has attempted **12-21 hours**, a **1.5 GPA** must be maintained.
- If the student has attempted **22-32 hours**, a **1.75 GPA** must be maintained.
- If the student has attempted **33 or more hours**, a **2.0 GPA** must be maintained.

Students must maintain the following **2/3 (67%) Completion Rate** requirements:

- If the student has attempted **12-21 hours**, a **67%** completion rate must be maintained.
- If the student has attempted **22-32 hours**, a **67%** completion rate must be maintained.
- If the student has attempted **33 or more hours**, a **67%** completion rate must be maintained.

Students are only allowed **150% of the programs' length (maximum timeframe)** to complete their degree or certificate.

- Example: General Studies is 60 credits. The student is allowed 150% or 90 attempted credits to complete the program successfully. If the student does not complete your program in the allotted time frame, aid will be suspended.

Approved Appeal Conditions:

- I understand that I must meet with the **Retention Coordinator** at least two times each semester while on plan. I understand that this **meeting is a requirement** of my continued eligibility for federal aid.
- I understand that I must have a minimum **2.0 semester GPA**.
- I understand that I must **pass at least 2/3 (67%)** of the courses attempted and maintain the required GPA.
- I understand that I **cannot withdraw** without the approval of the **Director of Admissions**.**
- I understand that I **cannot fail a class** before coming into compliance with the SAP requirements.**

Student Certification Statement: By signing below, I verify that I have read the information listed above, I agree to follow to the approved appeal conditions required for my financial aid eligibility if **APPROVED**. I also understand that failure to satisfy **APPROVED** appeal plan and conditions will result in the loss of my financial aid. I understand if approved, the plan will be reviewed for compliance at the conclusion of each semester. If the plan is not fully complied with or met progress, continued financial aid awards will be **terminated**.**

Student's Signature

Date

**Special Circumstances will be reviewed on a case by case basis.