Satisfactory Academic Progress (SAP) Appeal Request

Program of Study______________________________

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Student Name________________________Student’s ID Number

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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.**

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Student’s Signature                                      Date
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**Special Circumstances will be reviewed on a case by case basis.