

## **SATISFACTORY ACADEMIC PROGRESS APPEAL**

### **Steps you need to take:**

- STEP 1:** Request official copies of all academic transcripts (if they are not currently on file) from accredited institutions. Your appeal will not be reviewed until all transcripts are received.
- STEP 2:** Write an explanation as to why your grade point average and/or your course completion rate are lower than the standard. Provide reasons for **each** semester that you did not meet grade point average and/or course completion rate. **Provide explanations for all Allen Community College courses and transfer courses.**

### **Answer the following questions in your written explanation:**

1. Why is your grade point average below the minimum standard and/or your course completion rate lower than the standard? Include your reasons and dates for your circumstances.
2. For your transfer credit hours, why is your grade point average below the minimum standard and/or your course completion rate lower than the standard? Include your reasons and dates for your circumstances.
3. How has your situation changed and what will you do to improve your grade point average and/or increase your completion rate?

**STEP 3:** Complete the Student Statement.

**STEP 4:** Return the form with your written explanation and documentation of your circumstances to the Office of Financial Aid. **All SAP Appeals are due no later than one week prior to the first day of the semester of enrollment for which you wish to be considered.**

### **KEEP IN MIND:**

- All appeals must have a written explanation and supporting documentation for extenuating circumstances. Appeals that include **ONLY** a written explanation are considered incomplete and may be denied.
- Appeals are reviewed in the strictest confidence and decisions are conveyed in writing.
- Appeals for the next term cannot be processed until grades are posted by the Registrar for the current term.
- Approval depends on academic performance, unusual circumstances, documentation, and/or meeting the terms of a previous contract (if any).
- Denied appeals will require the student to use alternative financial resources to attend Allen Community College until credit-hour and/or GPA deficiency is corrected.
- Student must maintain Satisfactory Academic Progress each semester to restore aid eligibility status.
- Decisions of the appeal committee are final.

**SATISFACTORY ACADEMIC PROGRESS APPEAL FORM**

**Student Statement**

Name \_\_\_\_\_ Student ID# \_\_\_\_\_

**Insufficient course completion rate and/or cumulative grade point average.**

I have extenuating circumstances that prevented me from making satisfactory academic progress.

Check all that apply:

- Serious injury or illness requiring extended recovery time
- Death or serious illness of an immediate family member (must be able to connect relationship to student)
- Significant trauma that impaired my emotional and/or physical health
- Military deployment
- Personal problems (family issues, relationship issues)
- COVID-19 (documentation encouraged, written statement still required)
- Other

**Documentation required:** (Examples: Physician statement, death certificate, obituary, court documents, letters from involved third parties such as doctors or therapists, counselors, attorneys, employers, etc.)

List the documentation you are attaching to this form below:

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**I am including my written statement and documentation with this form.**

I understand that the Office of Financial Aid will not accept any satisfactory academic progress (SAP) appeal that is incomplete or lacks documentation. I am submitting my complete SAP appeal. I further understand that this appeal may be approved or denied and the appeal review committee's decision is final. If approved, I will be expected to make satisfactory academic progress in the semester for which my appeal has been approved. I will be notified in writing of the committee's decision.

I have read the instructions on this form and am including all supporting information available.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Return this form with your written explanation and documentation of your circumstances to the Office of Financial Aid no later than **one week prior to the first day of classes for the semester in which you are/will be enrolled.**