



# SNEAD STATE Community College

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## Financial Aid Appeal Form Satisfactory Academic Progress Appeal

Name \_\_\_\_\_ Student Number \_\_\_\_\_

E-mail address \_\_\_\_\_ Cell Number \_\_\_\_\_

Major \_\_\_\_\_ Credit Hours Needed for Graduation in Program \_\_\_\_\_

Semester planned for enrollment: \_\_\_\_\_

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

### **SAP Guidelines**

Federal regulations require students to maintain Satisfactory Academic Progress (SAP) in three areas – **cumulative GPA, hours earned and maximum time limit** – to be eligible for financial aid. It is the **student's** responsibility to stay informed of the SAP standards and to monitor their own progress. In some cases, a student's failure to be in compliance with one or more areas of SAP is due to events totally beyond the student's control. *If such mitigating circumstances can be documented for the specific term(s) when the deficiencies occurred, the student may submit this completed appeal form.*

### **Examples of Mitigating Circumstances:**

Situations considered mitigating circumstances beyond a person's control include:

- Serious illness or injury to student that required extended recovery time.
- Death or serious illness of an immediate family member.
- Significant trauma in student's life that impaired the student's emotional and/or physical health.
- Other documented circumstances.

### **Directions for submissions:**

- Do NOT discuss your **need** for financial aid as part of your rationale for reinstatement of Title IV Federal Financial Aid. It is assumed by the Financial Aid Appeals Committee that any student filing an appeal is doing so based upon financial need.
- Appeals are submitted to the Financial Aid Office and the outcome will be determined by the Appeal Committee. The student will receive a notification by phone or e-mail with the result.

- Students who receive a denial on their appeal will be required to make progress on their own (without the use of financial aid) until their progress is sufficient to qualify for financial aid again.
- Incomplete applications will receive an automatic denial.

### **Circumstances for financial aid appeal:**

A student may have more than one problem with the SAP. If more than one category applies, a student should submit documentation for all that apply.

#### **\_\_\_\_\_Students that are behind with GPA and/or number of attempted hours**

Financial aid students must meet certain GPA requirements and must complete a certain percentage of the classes they attempt in order to remain eligible to receive Financial Aid. Each time a student withdraws from a class or fails a class it is considered as attempted but not completed. See the College Catalog for specific SAP requirements for student level. Attach the items listed below in numbers 1-3 to this form before submitting your appeal to the Financial Aid Office.

- 1. A detailed letter of explanation.** Please make sure to address the specific semesters where you experienced academic problems or withdrawals. Include what actions you took to make an effort to meet your responsibilities during the time of your mitigating circumstances and how your circumstances have improved.
- 2. An Educational Plan** showing the courses you must take to graduate from SSCC with your declared major. Please create plan for each semester you plan to enroll until you graduate. (Appendix A)
- 3. An Unofficial Transcript**

#### **\_\_\_\_\_Students that have attempted 150% of credit hours required for graduation in their program of study/major**

Students are allowed to take up to 150% of the credit hours required to complete their program of study while receiving financial aid. Example: A student's major requires 60 credit hours to complete.  $60 \times 150\% = 90$  credit hours. Once this student has attempted more than 90 hours in a 60 hour program and has still not graduated he or she will be considered as to have exceeded the 150% or max time frame **regardless** of GPA or completion percentage. Students who exceed max time frame and want to continue on financial aid must have documented circumstances of why they should be allowed to continue to receive financial aid. Attach the items listed below in numbers 1-3 to this form before submitting your appeal to the Financial Aid Office.

- 1. A detailed letter of explanation.** Please make sure to address why you have accumulated more than 150% of the hours required to complete your degree. Include what actions you took to make an effort to meet your responsibilities during the time of your mitigating circumstances and how your circumstances have improved.
- 2. An Educational Plan** showing the courses you must take to graduate from SSCC with your declared major. Please create a plan for each semester you plan to enroll until you graduate. (Appendix A) This plan should include your long term goals and why you have not met graduation requirements. It should also include what actions you have taken to make sure you graduate in the near future.
- 3. An Unofficial Transcript**

**Send required documents to:  
Snead State Community College  
Financial Aid Office  
P.O. Box 734  
Boaz, AL 35957**

**FOR OFFICE USE ONLY**

Hours Attempted \_\_\_\_\_ Hours Completed \_\_\_\_\_ GPA \_\_\_\_\_

Major change \_\_\_\_\_

Appeal Committee:  Approved  Denied

Recommendation \_\_\_\_\_

\_\_\_\_\_  
FA Official Signature

\_\_\_\_\_  
Date

# EDUCATION PLAN UNTIL DEGREE IS EARNED

Student Name: \_\_\_\_\_ Student #: \_\_\_\_\_

Term: \_\_\_\_\_

Course Prefix	Number	Title of Course	Credit Hours

Term: \_\_\_\_\_

Course Prefix	Number	Title of Course	Credit Hours

Term: \_\_\_\_\_

Course Prefix	Number	Title of Course	Credit Hours

Term: \_\_\_\_\_

Course Prefix	Number	Title of Course	Credit Hours

\_\_\_\_\_ Signature