

2018-2019 Satisfactory Academic Progress (SAP) Appeal Form

INSTRUCTIONS:

1. Make sure to check on the Self Service Portal the reason why you must submit a SAP Appeal.
2. Complete all sections of this form and provide all documentation and signatures. You may be required to provide further documentation.

Last Name	First Name	MI	SWC ID Number
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A. Satisfactory Academic Progress (SAP) Definition

Satisfactory Academic Progress (SAP) is a federal regulation that requires financial aid applicants to be evaluated on a QUALITATIVE standard (cumulate grade point average, or GPA) and QUANTITATIVE standards (completion rate/pace and maximum time frame) **every year**. Students not meeting SAP standards may submit a SAP appeal. Our records indicate that you are not meeting one or more of the SAP standards.

Standard	Reason(s)
QUALITATIVE	GPA - Students are required to maintain a cumulative GPA of at least 2.00 or better.
QUANTITATIVE	<p>COMPLETION RATE/PACE - Students must complete a minimum of 67% of the units attempted. Completion rate/pace is measured by dividing the cumulative number of units the student has successfully completed by the number of units the student has completed.</p> <p>MAXIMUM TIME FRAME - The maximum time frame allowed is 150% of the minimum required units to complete his/her academic program.</p>

B. Reason(s) for SAP Appeal

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- GPA - I did not maintain the minimum 2.00 GPA requirement.
- Completion Rate/Pace - I have completed less than 67% of the courses I have enrolled in.
- Maximum Time Frame - I have exceeded 150% of the minimum required units to complete my declared academic program.

C. Appeal Terms and Deadlines

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Please select the term you are appealing (check only **ONE**):

- | | | |
|---|--|--|
| <input type="checkbox"/> SUMMER 2018
Deadline 8/2/2018 | <input type="checkbox"/> FALL 2018 TERM ONLY
Deadline 12/7/2018 | <input type="checkbox"/> FALL 2018 AND SPRING 2019
Deadline 5/17/2019 |
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D. Appeal Instructions

In order for the Financial Aid Office to consider your SAP appeal, you **MUST** complete the following:

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- 1. A verification of successful completion of the Online (or In-Person) SAP Workshop which can be found at www.swccd.edu/SAP.
- 2. Complete the extenuating circumstance portion of the appeal form. To ensure that your appeal will be given every consideration and opportunity for approval, be as thorough as possible. Explain in detail:
 - a. **How it affected your academic performance.** Describe the unforeseen extenuating circumstance that may have caused you to not make SAP and how it impacted your academic performance.
 - b. **How your circumstance changed.** Explain how you have resolved the circumstance which prevented you from making SAP. Include what changed so that those circumstances do not affect your future academic performance.
 - c. **How it will ensure your academic success.** Explain how you plan to succeed academically. Provide examples and any supporting documentation of your efforts to improve your academic performance.

