

2019-2020 Satisfactory Academic Progress (SAP) Appeal Form

Last Name	First Name	MI	SWC ID Number
-----------	------------	----	---------------

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 two QUANTITATIVE standards (completion rate/pace and maximum time frame) **every year**. Students who do not meet all SAP standards will be disqualified and have the opportunity to appeal.

**Please complete all sections completely and clearly, including all required documentation.
Incomplete appeals cannot be processed.**

⇒ Step 1 Appeal Terms and Deadlines

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

- | | | |
|---|--|---|
| <input type="checkbox"/> SUMMER 2019
Deadline 07/25/2019 | <input type="checkbox"/> FALL 2019 TERM ONLY
Deadline 11/1/2019 | <input type="checkbox"/> SPRING 2020
Deadline 04/10/2020 |
|---|--|---|

⇒ Step 2 Reason for Appeal

Check your My Financial Aid Account in WebAdvisor for the reason you have been disqualified for SAP and must appeal

- GPA** - Failure to maintain the minimum 2.00 GPA requirement.
- Completion Rate/Pace** - Completed less than 67% of the courses in which student was enrolled.
- Maximum Time Frame** - Exceeded 150% of the minimum required units to complete the student's declared academic program (appeal must include Semester by Semester Completion Plan).

⇒ Step 3 Online SAP workshop

DOCUMENTATION REQUIRED

Completion of the online SAP workshop is required for the appeal. Go to www.swccd.edu/SAP, click on "SAP Appeal Instructions", then "online SAP Workshop". You must complete the workshop with a score off 75% or more. Upon completion, print a copy of the "Congratulations" Confirmation email verifying successful workshop completion. **Students disqualified for Maximum Timeframe must also submit the Semester by Semester Completion Plan on page 3. This must be attached to your appeal packet.**

⇒ Step 4 Copy of comprehensive Student Education Plan (SEP)

DOCUMENTATION REQUIRED

Make a copy of your current comprehensive Student Education Plan (SEP).

- SEP must be dated within the past 12 months, with no more than two updates.
- Ensure that your declared program of study on your SEP is the same one listed on your WebAdvisor account.
- You must also only be taking classes listed on your SEP and being required to complete your declared program.
- **This must be attached to your appeal packet.**

⇒ **Step 5 Explanation of special circumstances*****DOCUMENTATION REQUESTED***

Special circumstances are unanticipated events that impact academic performance. Provide the following information and attach supporting documentation verifying the special circumstance you wish to be considered in your appeal. To ensure that your appeal will be given every consideration and opportunity for approval, be as thorough as possible and explain your circumstances in detail. If extra space is needed, you may attach additional sheets.

INCLUSION OF DOCUMENTATION OF SPECIAL CIRCUMSTANCES IS STRONGLY RECOMMENDED!

1. Describe the special circumstance that prevented you from making SAP. Explain what happened and how it impacted your academic performance and ability to meet SAP standards.

2. Explain what has changed in your situation that will now allow you to make SAP at the next evaluation, including steps you have taken to be successful academically.

⇒ **Step 6 APPEAL CHECKLIST**

- | | | | |
|--------------------------|--|--------------------------|--|
| <input type="checkbox"/> | Completed appeal form | <input type="checkbox"/> | Documentation of special circumstances |
| <input type="checkbox"/> | Online SAP workshop confirmation | <input type="checkbox"/> | Comprehensive Student Education Plan |
| <input type="checkbox"/> | Semester by Semester Completion Plan (if SAP disqualified for Maximum Timeframe) | | |

Student Certification

Please initial below to certify:

_____ All statements and supporting documentation are true and correct to the best of my knowledge.

_____ I understand that if my appeal is approved, I must fulfill all conditions of my Academic Plan. I also understand that my record will be evaluated at the end of each to determine compliance with Academic Plan requirements and that disbursement of future aid may be delayed during that process. If I do not fulfill the conditions, I cannot receive aid for future terms until I regain satisfactory academic standing.

_____ I understand that processing of my appeal will take 2-4 weeks.

_____ I understand that all information provided on this appeal is considered confidential. However, **all Financial Aid employees are considered Responsible Employees** and are mandated to report any incidents of sexual harassment, discrimination, assault, or abuse to the Title IX Administrator. Questions or concerns should be directed to the Title IX Officer.

 Student Signature

 Date

Last Name _____

SWC ID Number _____

SEMESTER BY SEMESTER COMPLETION PLAN—Students Disqualified for Maximum Timeframe ONLY

If you have been disqualified for Maximum Timeframe, you are required to complete this worksheet listing the specific courses that you have remaining to complete your degree. **WE STRONGLY SUGGEST that you work directly with your counselor on this,** since you will be expected to follow your plan exactly if your appeal is approved.

You may lose your eligibility to continue to receive aid if there is any variation in your enrollment pattern.

Expected Date of Graduation/End of Academic Plan: _____
--

Program of Study: _____

Term: _____

Term: _____

Course Name	Units

Course Name	Units

Term: _____

Term: _____

Course Name	Units

Course Name	Units

Student Signature

Date