



## Southwestern College Financial Aid Office

### Satisfactory Academic Progress (SAP) Appeal Form

<b>Name:</b>	<b>SWC ID Number:</b>
<b>SWC Email:</b>	

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.

***Check the Financial Aid Office "Appeals and Special Circumstances" webpage for term deadlines. Appeals submitted after deadlines may not be reviewed.***

### Step 1 Appeal Term

**Please select the term you are appealing:**

<input type="checkbox"/> Spring 2025	
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### Step 2 Reason for Appeal

**Check your My Financial Aid Account in WebAdvisor for the reason you have been disqualified for SAP.**

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

**Please note-** if the reason for your appeal is maximum time frame, make sure to address the reasons *why* you have the number of credits you do without yet having completed your degree or program. For example, if you are in an Associate's degree program that normally only requires 60 credits, and you have attempted that amount or more already, explain why.

### Step 3 Online SAP Workshop

Completion of the online SAP workshop is required for the appeal. Go to **[www.swccd.edu/SAP](http://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, attach a printout of the "Congratulations" Confirmation email verifying successful workshop completion.

***Students disqualified for maximum timeframe must ALSO complete the semester by semester completion plan.***

## **Step 4 Attach a copy of 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.

## **Step 5 Explanation of Special Circumstances**

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.

**Examples of special circumstances include, but are not limited to:**

- Death of a relative or other significant person
- Injury or illness, including but not limited to behavioral health conditions, of the student or relative or significant person
- Pregnancy or birth of child
- Homelessness
- Loss of childcare
- Loss or change of employment
- Loss of access to personal or public transportation
- Being a victim of a serious crime, including but not limited to, domestic abuse, even if the crime was not reported or did not result in criminal or civil liability
- Natural disaster
- Change of major

**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.**

**Inclusion of documentation of special circumstances is strongly recommended!**

**Please check below to certify:**

<input type="checkbox"/> All statements and supporting documentation are true and correct to the best of my knowledge.
<input type="checkbox"/> 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.
<input type="checkbox"/> I understand that processing of my appeal will take several weeks, especially during peak times. I understand I will be notified at my SWCCD email address when the appeal has been reviewed.
<input type="checkbox"/> 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.

<b>Student Signature:</b>	<b>Date:</b>
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**FOR OFFICE USE ONLY**

<b>Reviewer 1 Vote:</b> <input type="checkbox"/> Approved <input type="checkbox"/> Denied <input type="checkbox"/> Follow-up	<b>Reviewer 2 Vote:</b> <input type="checkbox"/> Approved <input type="checkbox"/> Denied <input type="checkbox"/> Follow-up
<b>Reviewer 1 Comments:</b>	<b>Reviewer 2 Comments:</b>
<b>Final Decision:</b> <input type="checkbox"/> Approved <input type="checkbox"/> Denied <input type="checkbox"/> Follow-up	<b>Final Comments:</b>