

**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	<b>GPA</b> - Students are required to maintain a cumulative GPA of at least 2.00 or better.
QUANTITATIVE	<b>COMPLETION RATE/PACE</b> - 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.  <b>MAXIMUM TIME FRAME</b> - The maximum time frame allowed is 150% of the minimum required units to complete his/her academic program.

**B. Reason(s) for SAP Appeal**Ck'd ☐

- ☐ 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**Ck'd ☐

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

- |   |   |   |   |
|---|---|---|---|
| <input type="checkbox"/> SUMMER 2018<br>Deadline xx/xx/2018 | <input type="checkbox"/> FALL 2018<br>Deadline xx/xx/2018 | <input type="checkbox"/> SPRING 2019<br>Deadline xx/xx/2019 | <input type="checkbox"/> SUMMER 2019<br>Deadline xx/xx/2019 |
|---|---|---|---|

**D. Appeal Instructions**

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

Ck'd

- ☐ 1. A verification of successful completion of the Online (or In-Person) SAP Workshop which can be found at [www.swccd.edu/SAP](http://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.

Ck'd

- ☐ 3. Attach any documents that support your request for all periods of deficiency. Documentation such as medical records, doctor's note and police reports are examples which can directly support the extenuating circumstance that affected your lack of progress. It is important that the supporting documentation clearly relates to the semester(s) you failed to meet SAP.
- ☐ 4. Attach a Comprehensive Student Education Plan (SEP) dated within the current academic year.
- ☐ 5. Ensure that your declared program of study is the same as the program stated on your SEP, your transcript, and your Web Advisor to avoid a delay in the review of your appeal.

### **E. Extenuating Circumstance**

Provide the following information and attach supporting documentation verifying the extenuating circumstance you wish to be considered in your appeal. If extra space is needed, you may attach additional sheets.

1. Describe the unforeseen extenuating circumstance that prevented you from making SAP. Explain what happened and how it impacted your academic performance (**attach documentation**).

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2. Explain how you have resolved the circumstance which prevented you from making SAP. Please describe how this situation has been corrected so that it will not affect your future academic performance.

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3. Explain how you plan to succeed and include steps you have taken to be successful academically. Provide examples to demonstrate your efforts to make academic progress.

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### **F. Student Certification**

Please initial below to certify:

- \_\_\_\_\_ All statements and supporting documentation are true and correct to the best of my knowledge.
- \_\_\_\_\_ I understand I must submit verification of extenuating circumstances. Appeal must be based on extenuating circumstances with documentation included.
- \_\_\_\_\_ I understand that if my appeal is approved, I must fulfill all conditions of my Academic Plan. If I do not fulfill the conditions, I cannot receive aid for future terms until I comply with the specified conditions.
- \_\_\_\_\_ I understand that if my appeal is denied, the decision is final.

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

\_\_\_\_\_  
Date