

## Satisfactory Academic Progress Appeal Form

APPREC

Federal regulations require students to maintain Satisfactory Academic Progress (SAP) in three areas – cumulative GPA, completion ratio, and maximum time frame – to be eligible for financial aid. Please review the Financial Aid Suspension Letter that you received as well as the SAP policy available at <https://www.scf.edu/paying-for-college/financial-aid/#policies>.

**Please Note:**

- Appeals submitted without sufficient supporting documentation **will be denied**. Please read all the instructions carefully.
- Do not include original documents. They will **not** be returned. Be sure that all copies are legible.
- You should be prepared to pay tuition fees and other educational expenses until meeting Satisfactory Academic Progress.

### A. Student Information

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ M.I. \_\_\_\_\_ G00 \_\_\_\_\_ Student ID # \_\_\_\_\_  
 Mailing Address (Including City, State, and Zip) \_\_\_\_\_ Phone \_\_\_\_\_

### B. Appeal Documentation

Please indicate which semester and year you are seeking to regain financial aid eligibility:

**Fall**

**Spring**

**Summer**

Please list your most recent SAP Status under Satisfactory Academic Progress on the Financial Aid section of your MySCF account: \_\_\_\_\_

**Please be sure to read THOROUGHLY and complete all items on the checklist.**

1. You are providing the required **typed, signed, detailed explanation** (appeal letter) of how extenuating circumstances **beyond your control** prevented you from meeting SAP requirements. In addition, you must explain what has changed and what will allow you to obtain/maintain successful academic progress going forward.
  - Extenuating circumstances may include, but are not limited to:
    - Documented medical conditions or serious illness.
    - Death of an immediate family member.
    - Other emergency circumstances (i.e. natural disaster, etc.).
  - If appealing for Maximum Time Frame, you can check one or more options below:
    - **Change of major** (check box if applicable. No documentation/explanation required)
    - **Remedial courses** (check box if applicable. No documentation/explanation required)
    - **Earned a prior degree** (check box if applicable. No documentation/explanation required)
    - And/or extenuating circumstances listed above. (requires letter and documentation)
2. Please reference your "Class History" from your Degree Works account (found under the Student tab on your MySCF account, in Registration Tools) to ensure the dates of your circumstances align with your dates of enrollment.

3. Attach the required ***date-specific supporting documentation*** from a professional third party (letters from family and/or friends are not encouraged).
- Acceptable documentation may include, but is not limited to:
    - Signed letter from a physician or counselor indicating the dates of the medical care on letterhead. Medical records and medication history are not encouraged.
    - Copy of a death certificate, obituary, or third-party documentation of the death of a family member.
    - Accident / Police Reports / Court Records, etc.

### C. Certification and Signature

I understand the SAP appeal instructions. Additionally, I understand that it is my responsibility to know my SAP status and review the SAP policy as needed. ***If approved, I must not withdraw from ANY course or receive any F's, maintain at least a 2.0 GPA in each term (2.5 GPA if suspended for GPA), and only enroll in courses applicable to my current program, regardless of the source of funding used to pay for the courses. If I take any course outside of my degree requirements, my financial aid will be terminated without an option to re-appeal.*** Degree Works (accessible through MySCF) will be used to determine the courses applicable to all degree requirements.

#### Read and check the appropriate box below:

I have reviewed my Appeal Form and the required supporting documents. I certify they are complete and accurate.

I have reviewed my Appeal Form and certified it is complete. I have chosen ***NOT*** to attach any supporting documentation. Appeals based on extenuating circumstances submitted without sufficient supporting documentation ***will be denied.***

Student Initials: \_\_\_\_\_

**Please Note:** The Financial Aid Review Committee will review and respond to your appeal with either an approval or a denial. These decisions are communicated via your SCF email. ***Committee decisions are final;*** however, a re-appeal may be submitted to the Director of Financial Aid ***only if*** there is new documented evidence to be considered. If denied, ***the decision is final*** and may not be re-appealed. If your appeal is denied, you should be prepared to pay tuition, fees, and other educational expenses without financial aid until you are meeting Satisfactory Academic Progress.

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

\_\_\_\_\_  
Date