

## 2019 – 2020 Satisfactory Academic Progress (SAP) Appeal for Financial Assistance

<b>Student Information</b>	
Student Name:	
Student ID:	Date of Birth:
Student Email:	Student Phone Number:
Student Address:	

In order to receive financial aid administered by Southern West Virginia Community and Technical College, you must be making satisfactory academic progress (SAP) toward completion of an eligible degree. For this reason, your SAP for financial aid is calculated each semester to verify that you have met all Federal SAP standards. SAP is measured using the following standards: cumulative grade point average (GPA) of 2.0, degree completion within the maximum time frame of 150% of the credits for completion of a student’s program, completion of 67% or more of all attempted credit hours. Federal regulations require that academic progress be evaluated both quantitatively and qualitatively.

### ***Section A: Instructions***

***Due to the length of the appeal, please be careful to read ALL instructions in each section. Complete this packet to appeal your Financial Aid Suspension. Incomplete appeals will not be reviewed.***

- A. The following steps are required to complete the appeal packet
  - a. Complete the FAFSA
  - b. Complete the Appeal form
  - c. Attach required documentation for extenuating circumstance
  - d. Attach a personal letter stating the reason for the extenuating circumstance
  - e. Meet with academic advisor to discuss the classes you will need to graduate
  - f. Meet with the appropriate school official to develop strategies to help with your academic plan
  - g. Sign and Date the appeal form
  - h. Submit all required documentation to the Financial Aid
  
- B. IF YOU DID NOT MEET THE PROGRESS REQUIREMENTS because you had unusual circumstances, you may file an appeal with our office. You will need to demonstrate the unusual circumstances beyond your control. These circumstances should be one time occurrences that are not likely to be repeated.
- C. READ THE INSTRUCTIONS CAREFULLY. All forms and documentation must be submitted by the respective deadline. Incomplete appeals will not be reviewed. Appeals received after the deadline will be considered for the next semester.
- D. PROCESSING TIME WILL VARY. Appeals are reviewed within 15 business days of receipt of Final GRADES for current semester of submission. Once a decision has been made, you will be notified in writing to your Southern email account.
- E. TIMING OF YOUR APPEAL FILING IS IMPORTANT. If you file late, you must pay your own tuition by the tuition due date or you will be dropped from your courses for nonpayment. Do not rely on the success of your appeal for tuition payment. You must attend all of your classes while awaiting your appeal decision but, be aware that if your appeal is denied you will be responsible for paying all charges from your own resources.
- F. AN APPEAL DOES NOT GUARANTEE A FULL AWARD. If you did not meet the academic progress requirements, you have lost your financial aid eligibility which may include all of the aid that was offered to you

for the remainder of the academic year. If your eligibility is reinstated through an appeal, we will award you with the funds we currently have available.

G. IF YOUR APPEAL IS DENIED, your current or future offer of aid is subject to cancellation, and no aid (grants or loans) can be paid to you.

## ***Section B: Extenuating Circumstance & Required Documentation***

***Please be sure to include appropriate documentation for your extenuating circumstance. Appeals may not be considered complete until documentation is attached***

In this section you will select from the list below the extenuating circumstance that caused your financial aid suspension. Please make sure you attach required supporting documentation. Only completed appeals with documented extenuating circumstances will be reviewed by the Financial Aid Office. Be sure to add your name and student id number to all forms of documentation submitted.

I wish to appeal the suspension of my financial aid for the reason(s) indicated below:

	MEDICAL: If a personal medical problem contributed to your failure to maintain SAP, attach documentation that includes treatment dates from a medical professional from whom you have received treatment.
	DEATH/ILLNESS: If the death or illness of an immediate family member contributed to your lack of SAP, please attach appropriate copies of medical records, death certificate, obituary, etc.
	DIVORCE OR MARRIAGE SEPARATION: Provide a letter from your or your parent's attorney on the law firm's letterhead or copy of divorce decree.
	DISASTERS: If events such as fire, flood, earthquake, earth tremors, etc. have occurred you must provide insurance claims or other documentation verifying the date of the disaster.
	SIGNIFICANT TRAUMA THAT IMPAIRED YOUR EMOTIONAL AND/OR PHYSICAL HEALTH: Provide a detailed explain regarding the specific circumstances of your condition. Include dates and what you have done to overcome your condition. Attach supporting documentation from a third party; physician, social worker, counselor, police, attorney, etc. Explain how the situation has changed to such an extent that it will not impair your future academic performance.
	WORK RELATED DIFFICULTIES: If the loss or change in employment impaired your performance you must provide a letter from employer that verifies the dates and duration of the occurrence. The statement should specifically address work related difficulties and timeframes for which difficulty existed and how the work situation has changed to such an extent that it should not significantly impair future academic performance.
	MAXIMUM CREDIT HOURS: Federal regulations allow students to receive federal assistance up to 150% of credits for completion of student's program or 90 attempted credit hours. Please clearly state the circumstances (not listed above) in your appeal. <b><i>(Do not complete Section E: Recommended Improvement Plan).</i></b>
	OTHER CIRCUMSTANCES: Please clearly state the circumstances (not listed above) in your appeal letter and provide appropriate documentation. Explain how the situation has changed to such an extent that it will not impair your future academic performance. Attach a separate letter if this box is checked.

***Note: Circumstances related to the typical adjustment to college life, such as working while attending school, financial issues related to paying bills, and/or car maintenance/travel to campus, are not considered as extenuating for purposes of appealing.***

For more information visit: [www.southernwv.edu](http://www.southernwv.edu)

**#FINDYOURDIRECTION**

## Section C: My academic progress

*In this section, you will verify your academic progress and develop a plan to help you get back on track. Please access your MySouthern account to locate/verify information. If you are listed in an incorrect major, it may affect the outcome of your appeal*

Current Major:	Anticipated Graduation Date:
Credit hours that I need to graduate:	My Current GPA is
Credit hours that I have attempted:	What should my GPA be according to SAP?
Credit hours that I have completed:	
My completion rate is:	What should my completion be according to SAP?

**To calculate your completion rate, you take credit hours completed divide by credit hours attempted. Example: 20 credit hours completed divided by 62 credit hours attempted would be 0.32 or 32% completion rate.**

*Please note:*

Attempted hours are considered all credit hours in which you are enrolled. All credit hours attempted at Southern West Virginia Community and Technical College, including repeated courses with a grade of “F”, “W”, “I” and all transfer hours that were pursued at a previous institution will be counted in the determination of hours attempted.

## Section D: My Academic Plan

*This section lists the plan and strategies that will help increase your SAP record and get you back on track. Please be sure to complete the entire section as you meet with the school official for that strategy.*

Develop a plan of coursework that includes the classes the student must complete to ensure SAP will be met within the timeframe provided. The number of semesters required depends on the student’s situation.

<b>Academic Plan</b>						
<b>Semester 1</b>				<b>Semester 2</b>		
<b>Course No.</b>	<b>Course Title</b>	<b>Hours</b>		<b>Course No.</b>	<b>Course Title</b>	<b>Hours</b>

**ATTENTION ADVISORS** – *A student’s appeal will only be considered with the submission of a completed academic plan developed by the student and academic advisor. The plan must demonstrate necessary coursework to achieve the minimum Satisfactory Academic Progress (SAP) standards. At the end of each semester, the student’s academic record will be reviewed to ensure the plan is being accomplished.*

For more information visit: [www.southernwv.edu](http://www.southernwv.edu)

**#FINDYOURDIRECTION**

As you meet with the school official for the strategies listed below, please make sure they sign the appropriate box. Strategies include options that will help you achieve the Standards of Academic Progress. The goal is for you to graduate.

<b>Section E. Recommended Improvement Plan</b>				
<b>Recommended Tutoring session.</b> Please check the appropriate GPA Range. Tutoring hours are based on current GPA.			<b>Recommended Boost session.</b> Please check the number of boost sessions that you will attend during the semester in the learning studio per month.	
<b>GPA Range</b> <i>(please check Range)</i>		<b>Tutoring Required</b> <i>(per week)</i>	<b>Number of Recommended Boost Sessions</b> <i>(per month)</i>	
	1.75	2.00	1 Hour	1 Boost Session
	1.50	1.74	2 Hours	2 Boost Session
	1.00	1.49	3 Hours	3 Boost Session
	0.00	0.99	4 Hours	4 Boost Session
<b>Recommended meeting with Student Services Specialist.</b> Please check the amount of meetings you will have with the Student Services Specialist on your campus.			<b>Other recommendations.</b> Please write in an recommendations that you may have to help improve your academic standing	
	Weekly meeting			•
	Bi-Weekly meeting			•
	Monthly meeting			•
<b>Request assistance from the Learning Studio:</b> 1. Tutoring Services 2. Boost Sessions <b>School Official Signature:</b>			<b>Request assistance from Student Services:</b> 1. Career Services 2. Counseling Services <b>School Official Signature:</b>	
<b>Request assistance from Academic Affairs:</b> 1. Academic Advisor 2. Professors <b>School Official Signature:</b>			<b>Request Assistance from the Registrar:</b> 1. D/F Repeat 2. Course Transfer Information <b>School Official Signature:</b>	
<b>Other Recommendations:</b> 1. 2. <b>School Official Signature:</b>			<b>Other Recommendations:</b> 1. 2. <b>School Official Signature:</b>	
<b>Notes/Comments:</b>				
<b>Agreement and Understanding</b>				
By signing this "Recommended Improvement Plan", I certify that all of the information reported for the purposes of developing this plan is true and accurate to the best of your knowledge. I understand that it is my responsibility to attend recommended sessions and to contact the appropriate service coordinator as agreed upon during the development of this plan.				
<b>Student Signature:</b>			<b>Date:</b>	
<b>Southern Representative:</b>			<b>Date:</b>	

For more information visit: [www.southernwv.edu](http://www.southernwv.edu)

**#FINDYOURDIRECTION**

## ***Section F: Student Certification***

I understand that appeal decisions are made on a case-by-case basis. I understand the submission of this form does not constitute an approval of my appeal and that I must still make payment arrangements.

I understand if my appeal is:

- DENIED, I will not receive financial aid and will make alternative payment arrangements. By signing below, I understand that decisions are processed on a case-by-case basis and the Financial Aid Office may deny any SAP appeal. I also understand that the decision of the appeal is final. I understand that in order to regain my financial aid eligibility I must meet the federal SAP requirements without the assistance of financial aid.
- APPROVED, I will be granted aid on a probationary status. By signing below, I understand that in order to continue my eligibility I will be expected to meet all SAP requirements. I will maintain a semester GPA of at least 2.0 and not withdraw or fail to receive credits for classes enrolled. I will only enroll in hours that are recognized as required courses towards graduation.

I understand that if my SAP appeal is approved, I must meet the requirements listed above. If I do NOT maintain these requirements, I will lose eligibility for financial assistance. If a student continues to take classes after not maintaining SAP standards, they must do so without federal or state financial assistance.

## **Agreement and Understanding**

By signing below, I am certifying that I have read the information listed above and that I understand the conditions required in order for my financial aid appeal to be granted. I also understand that failure to complete these requirements may result in the loss of my financial aid.

I hereby certify that all information contained in this appeal, including the personal statement and documentation, is true and complete to the best of my knowledge.

I am aware that falsified documentation will result in an immediate denial of my appeal.

***Student Signature:***

***Date of Submission:***

***As you sign this document and prepare to submit it to Financial Aid, please use the following check list to ensure you have all required documentation.***

<b><i>Completion Checklist</i></b>	
	The following requirements must be submitted to the Financial Aid Office for your appeal to be reviewed.
	1. I have completed Appeal Form.
	2. I have attached a signed, formal, personal statement explaining your extenuating circumstances.
	3. I have attached supporting documentation that supports your extenuating circumstances.
	4. I have completed the steps that will be taken to ensure that the minimum SAP standards will be met.
	5. I have attached an academic plan completed and signed by your Academic Advisor.

For more information visit: [www.southernwv.edu](http://www.southernwv.edu)

**#FINDYOURDIRECTION**

***For Office Use Only***

Major		
Attempted Hours	Completed Hours	Completion Ratio
GPA	Prior Probation Terms	Previous Appeal    Yes    No
Pell LEU	Loan Usage	
Decision		
Signature		Date
Student Notified:	Emailed	RHACOMM
FA Staff Initials		Date

For more information visit: [www.southernwv.edu](http://www.southernwv.edu)

**#FINDYOURDIRECTION**

Southern WV Community & Technical College is accredited by The Higher Learning Commission. AA/EO/ADA Institution. Southern is an Affirmative Action/ADA/Equal Opportunity Employer. Southern does not discriminate on the basis of race, color, national origin, ethnicity, sex, disability, age, religion, gender, sexual or gender orientation, marital status, and veteran status in the administration of any of its educational programs, activities, or with respect to admission or employment. Faculty, staff, students, and applicants are protected from retaliation from filing complaints or assisting in an investigation. Please contact the following concerning inquiries regarding non-discrimination policies and complaints: Title IX Coordinator-Darrell Taylor 304.896.7432; Affirmative Action Officer-Doug Kennedy 304.896.7408; Section 504 ADA Coordinator-Dianna Toler 304.896.7315