



TERM	PRIORITY DATE TO SUBMIT	FINAL DEADLINE
Fall 2019	October 23, 2019	November 25, 2019
Spring 2020	March 30, 2020	April 23, 2020
Summer 2020	June 20, 2020	July 15, 2020

**See attachment for Appeals Committee meeting schedule*

Satisfactory Academic Progress Appeal Form

 Student Last Name Student First Name Student ID Number Degree/Major

 Student Address City State/ZIP Student's Advisor

Check the semester for which you are submitting your appeal: Fall 2019 Spring 2020 Summer 2020

INSTRUCTIONS >>>>

- **Make an appointment with your Academic Advisor.** Your academic advisor will help you complete the Academic Appeal Plan and obtain a transcript. The Academic Appeal Plan will list all courses and/or credit hours you must take in order to obtain your degree and/or correct your SAP.
- **The following documents are required for your appeal:**
 - **Tell us why are you requesting an appeal.** Write a detailed explanation of the extenuating circumstances that are preventing you from meeting SAP standards.
 - **Supporting documentation is required if your appeal is for any of the following reasons:** Death of a close relative (spouse, child, parent, sibling, etc.), unexpected illness or injury (letter from physician or counselor, medical bills, etc.)
 - **A current unofficial transcript**
 - **Completed Academic Appeal Plan** completed by you & your Academic Advisor
 - **Completed Satisfactory Academic Progress Appeal Form**
- **Submit this appeal form, your appeal letter, and transcript to the Office of Financial Aid.** All information must be submitted to the Office of Financial Aid a minimum of 10 days prior to the Appeals Committee meeting at which you would like your appeal reviewed.

REASON FOR APPEAL >>>>

Exceeded maximum hours Did not pass/complete 67% of total attempted hours Do not have a cumulative GPA of 2.0 (4.0 Scale)

I certify that the information contained on this appeal is correct to the best of my knowledge. I understand that if all the information requested above is not supplied, my request will be considered incomplete and will be denied. I understand that if my appeal is denied, I will be responsible for any outstanding charges on my student account. I also understand that I am responsible for continued payments to my student account while waiting on an appeal decision.

 Student's Signature (Required) Date

For Financial Aid Office Use Only:

Appeal Reviewed By: _____	Approved for Committee Review: YES NO
Date Reviewed by Committee: _____	Committee Decision: Approved Denied Request Additional Information
Comments: _____	



Disclosures, Rights and Responsibilities
Satisfactory Academic Progress Appeal



Federal law requires colleges receiving Title IV funds, including Pell Grants, Supplemental Educational Opportunity Grants, Federal Work Study, VA Benefits and Federal Direct Student Loans, maintain satisfactory academic progress towards a degree or certificate in order to be eligible to receive Federal aid.

Progress will be measured at the end of each semester on three factors:

- **GPA** - A minimum 2.0 GPA (4.0 scale) measured **by cumulative credit hours**. All transferred credit hours are counted in a student's GPA.
- **Completion Rate** – Student must satisfactorily complete 67% of all hours attempted. Completion rate is calculated as follows: $\text{Hours Completed} / \text{Hours Attempted} \times 100 = \text{Completion percentage}$
- **Maximum Time Frame** – Two year degree seeking students may not receive financial aid for more than 150% of the required hours to complete a degree. At SCCC, a student is expected to complete a 64-hour program within 96 hours. At SCCC, a student may not receive Federal aid for more than 96 hours.

Other items:

- Appeals will be reviewed only if all requested documentation is submitted.
- If you are pursuing two majors or a second degree, request additional advisor forms and submit one for each major/degree. Also indicate when you plan to receive each degree.
- Financial aid awards for all students are dependent on availability of funds and fulfillment all other eligibility criteria.
- You will be notified in writing of the Committee's decision regarding your appeal.
- If your appeal is approved, you will be placed on financial aid probation and must:
 - Maintain a **100%** completion rate (complete every course you attempt)
 - Maintain a cumulative GPA of at least 2.0 while on probation
 - Complete the Academic plan presented by you and your advisor (Federal aid will not be paid for any course not on your academic plan)
- You may only file an appeal **ONCE**
- Decisions of the Appeals Committee may take up to four weeks and are **FINAL**

I have read and understand the above stated disclosures, rights and responsibilities regarding my appeal for federal financial aid. I acknowledge that if I do not meet all the above stipulated requirements, that I will be ineligible to receive federal financial aid until such a time as I once again meet Satisfactory Academic Progress (if applicable).

Student's Signature

Date



Satisfactory Academic Progress Appeal
Academic Plan

 Student's Name

 Advisor's Name

Degree (circle one): AA AS AAS Certificate

 Program of Study/Degree

The following details the courses the student still needs to take in order to complete their degree. This academic plan must be followed in order to remain eligible for federal financial aid. Attach additional sheets as needed.

<i>Course ID</i>	<i>Course Name</i>	<i>Credit Hours</i>	<i>Anticipated Semester of Completion</i>

Total Credit Hours Needed: _____

 Student's Signature

 Advisor's Signature



*The Financial Aid Appeals Committee will be composed of a minimum of 3 representatives from Seward County Community College that have every student's best interest at the forefront. Students must submit their appeal **ten business days prior** to the meeting to ensure that their appeal is reviewed in a timely manner. Scheduled committee meeting dates are subject to change. Students will be notified in writing within 10 days of the hearing date regarding the committee's decision.*

DATE	TIME
Wednesday, August 7, 2019	8:15 a.m.
Wednesday, September 4, 2019	8:15 a.m.
Wednesday, October 2, 2019	8:15 a.m.
Wednesday, November 6, 2019	8:15 a.m.
Wednesday, December 4, 2019 <i>*Final meeting for Fall Federal Aid consideration</i>	8:15 a.m.
Wednesday, January 8, 2020	8:15 a.m.
Wednesday, February 5, 2020	8:15 a.m.
Wednesday, March 4, 2020	8:15 a.m.
Wednesday, April 1, 2020	8:15 a.m.
Wednesday, May 6, 2020 <i>*Final meeting for Spring Federal Aid consideration</i>	8:15 a.m.
Wednesday, June 3, 2020	8:15 a.m.
Wednesday, July 1, 2020	8:15 a.m.

For Financial Aid Office Use Only:

Date Reviewed by Committee: _____	Committee Decision: Approved	Denied	Request Additional Information
# of Semesters Approved: _____	Hours Needed to Graduate: _____	Date Letter Sent: _____	
Comments: _____			