



## Academic Success/Financial Aid Appeal Form

Students placed on Academic Success or Financial Aid Termination may appeal for the ability to register for classes and/or receive reinstatement of financial aid when extenuating circumstances exist. Appeals are reviewed by Student Services representatives as well as input from academic administrators when appropriate. Lack of awareness of withdrawal policies, requirements for satisfactory academic progress or unpreparedness for college coursework, will not be accepted as reasons for the purpose of an appeal.

### STEP 1 (Required) – Student General Information

Student Name: \_\_\_\_\_ Student ID or SS#: \_\_\_\_\_

Student Address: \_\_\_\_\_

Email Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Program of Study: \_\_\_\_\_ Last Semester Attended: \_\_\_\_\_

What semester would you like the appeal reviewed for?  Fall \_\_\_\_\_  Winter \_\_\_\_\_  Summer \_\_\_\_\_

Type of Appeal (Check all that apply):  Academic Success  Financial Aid

### STEP 2 (Required) – My unsatisfactory progress is due to (check all that apply):

**GPA Requirement/Pace:** I currently have a cumulative grade point average (GPA) below a 2.0 and/ or cumulative completion rate that is less than 67%. GPA and completion ratio can be found in the Service Center of your Portal.

Grade Point Average: \_\_\_\_\_

Completion Ratio: \_\_\_\_\_

**Maximum Time Frame Requirement:** I have exceeded 150% of attempted credit hours needed for my specific program and have reached the maximum time frame level. Federal regulations prohibit students from receiving funding after they have attempted 150% of credits needed for a degree.

Year you started this Program of Study: \_\_\_\_\_

Total number of all credits attempted at SC4: \_\_\_\_\_

Semester in which you plan to complete this Program of Study: \_\_\_\_\_

For a Maximum Time Frame (Time Limit) Appeal to be reviewed by the Appeal Committee, your appeal must include an **Academic Progress Review** from an SC4 Academic Advisor.

- This **must** be completed prior to submitting your Maximum Time Frame Appeal. To complete an Academic Progress Review, contact SC4's Advising Office at [advising@sc4.edu](mailto:advising@sc4.edu). You may be required to meet with an Advisor in-person.
- **Note:** If your Time Frame appeal is approved, financial aid can only be used to pay for courses required for your degree or eligible program that are listed on your Academic Progress Review.

## Academic Success/Financial Aid Appeal Form (continued)

Student Name: \_\_\_\_\_ Student ID or SS#: \_\_\_\_\_

### STEP 3 (Required) – Personal Statement:

On a separate piece of paper, write a personal statement, or letter, to the Appeal Committee explaining why you failed to achieve satisfactory academic progress or exceeded Maximum Time Frame. The statement should include:

- Any relevant factors such as illness; unusual demands upon you due to family, work, or life circumstances; and your perspective on what led to this academic difficulty. Address all periods of enrollment in which you failed to maintain academic progress.
- Explain how your circumstances have changed, allowing you to successfully make satisfactory progress. Include resources you intend to use to assist you in becoming successful.
- Third-party documentation supporting your appeal, if appropriate. Documentation may include a doctor's statement, copy of hospital/urgent care/physician's bill, obituary, funeral notice or death certificate. If excessive work is a factor, obtain a letter from your employer outlining the job demands or schedule.
- Students submitting an appeal for Maximum Time Frame: include why you feel an exception should be made for you and what your ultimate college and career goals are

### STEP 4 (Required) – Statements of Understanding and Signature:

**READ** and **PLACE A CHECK MARK** next to the following statements indicating you understand the importance of **each**:

- I am currently ineligible for financial aid and am responsible for any tuition and fee charges.
- A small percentage of appeals are approved.
- This appeal will be reviewed by a committee and the decision is final.
- I should purchase my books and supplies by the first day of the semester.
- I will attend all regularly scheduled classes for each course.
- Free tutoring is available for most courses in the Library.
- Academic Advisors are available to help me prepare my class schedule each semester and assist in completing a Program Completion Plan in the Advising Office.
- Financial Aid Officers are available to help me investigate possible financial resources.
- Student Development courses such as College Success and Career Development are available.
- Dropping a course after the refund period will negatively impact my completion ratio.
- If my GPA Requirement/Pace appeal is approved, I must earn a minimum 2.0 semester GPA and successfully complete 75% of the semester courses attempted (including W, I, E or Z grades).
- If my Maximum Time Frame Appeal is approved, I must earn a minimum overall 2.0 grade point average and complete 100% of the courses attempted each semester on time to maintain eligibility (no W, I, E or Z grades).

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

*Please print this form to sign*

Once completed, please return this form and additional documents to the Office of Financial Aid in-person in SC4's Welcome Center Room 251 or via email to [financialaid@sc4.edu](mailto:financialaid@sc4.edu). Incomplete appeal forms will **not** be considered. Submission of this appeal form **does not** guarantee approval. The Academic Success/SAP Appeals Committee will notify you of the final appeal decision.