Satisfactory Academic Progress (SAP) Appeal Request

Name: _____ Student ID: _____
      Last   First   MI

Students may appeal their **S**atisfactory **A**cademic **P**rogress (SAP) status. To be eligible for Financial Aid funds, a student must make satisfactory academic progress. Students who do not meet the academic standards may have their financial aid eligibility suspended. <u>The appeal must include a typed detailed letter explaining the circumstance and resolution supporting documentation and may require submission of a completed Academic Plan of Action.</u>

More information on the KCTCS SAP Policy can be found at http://www.kctcs.edu/Students/Costs_and_Financial_Aid.aspx

NOTE:
- The SAP Appeal Committee may request additional information.
- Financial Aid will not pay for courses taken by audit, credit hours earned by placement tests, or non-degree courses.
- Transfer credit hours count in the attempted/completed SAP hours as recorded by Admissions and Records.
- Students may only receive funding for undecided, pending or **remedial** course work for a maximum of 30 attempted credits.
- The SAP Appeal Committee may approve your appeal with certain academic progress conditions or limit future hours.
- If your appeal is denied, you will be responsible for expenses incurred at the college without benefit of financial aid.
- **The decision of the SAP Appeal Committee is final.**

Address: _____
      Street   City   State   Zip

Program/Major: _____ Antic. Graduation Date: _____ Phone: _____

Term you are appealing to receive aid: Fall 20_____ Spring 20_____ Summer 20_____

Is this your first SAP appeal ___ YES ___NO. If no, when did you last appeal _____

Appeal Reason:

☐ Personal illness or injury   ☐ Other Extenuating Circumstance

☐ Death in immediate family   ☐ Maximum Time Frame (MTF)

Attach the following to this form: All information must be attached before the appeal will be reviewed by the committee.
- A **typed letter** stating:
  - MTF students must state why they have not yet earned a degree.
  - Other appeals must include the reason they have not maintained Satisfactory Academic Progress (SAP) **in detail,** and how the issue has been resolved to insure standards are met in the future.
- **Documentation** that supports your reason for appealing. Documentation must state the date(s) during which the circumstance occurred. *(examples of supporting documentation: statement from doctor, police reports, death certificate, or letter from a professional (lawyer, doctor, minister) familiar with your circumstance).*
- An **Academic Plan of Action** form.

Incomplete SAP Appeal Request will be returned and will not be reviewed by the committee.

Certification Statement: I certify that I all of the information provided is true to the best of my knowledge. If I purposely give false or misleading information on any financial aid documents, I may be fined, sentenced to jail or both.

Student's Signature:_____ Date: _____

APPEAL PROCESS

If a student is placed on financial aid suspension and have unusual circumstances (illness, death in the family, accidents, etc.) that were a factor in not making satisfactory academic progress s/he has the right to appeal. Students who were determined to be at Maximum Time Frame (MTF) may request their coursework be evaluated based on classes needed for current credential through the use of a degree audit.

☐ A Satisfactory Academic Progress (SAP) Appeal form must be obtained and submitted to the local Kentucky Community and Technical College Financial Aid Office by the student. The Appeal form is also available at the KCTCS Printable Forms web site.

http://www.kctcs.edu/Students/Costs_and_Financial_Aid/Financial_Aid_Forms.aspx

- Documentation supporting the extenuating circumstances must be submitted with the SAP appeal form and accompanying letter.
- The accompanying letter must include the reason Satisfactory Academic Standards were not met and how the circumstance has been resolved or in case of MTF, why they are pursuing a new major of study.
- SAP appeals will be evaluated by the college Satisfactory Academic Progress (SAP) Appeal Committee.
- An Academic Plan of Action form.
- A KCTCS Degree Audit form may be necessary for other appeals as determined by the Satisfactory Academic Progress Appeal Committee.

The student is responsible for payment arrangements with the institution pending a decision of the appeals committee.

If approved, students will receive a plan or enter into a contract specifying academic requirements necessary to remain eligible to receive financial aid for the remainder of their enrollment or until SAP standards are achieved.

Decisions made by the Satisfactory Academic Progress Appeal Committee are final and cannot be appealed.

For Office Use Only
Use PeopleSoft Maintain Student SAP panel to complete this section Print and attach PeopleSoft transcript

Student SAP Term: _____

Max. Time Frame: _____   _____
　　　　　　　　　total credit hours　　　　current status

Min Cum. GPA: _____   _____
　　　　　　　　current GPA　　　　　current status

Cum. Earned Units: _____   _____   _____
　　　　　　　　　current units earned　　current status　　　cum QPS%

Committee Results
Date Reviewed;_____

☐ Approve
Comments:_____
_____

☐ Defer
Comments:_____
_____

☐ Deny
Comments:_____
_____

NOTES:
_____
_____

_
PeopleSoft Updates/Entry
Maintain Student SAP _____ Pack Stat Sum:_____
Award Entry:_____ Email Award Information _____
Completed by _____ Date:_____