

Edison State Community College students receiving federal financial aid are required to meet Satisfactory Academic Progress (SAP) standards. Evaluation of SAP is completed at the end of each semester. Students who do not meet the SAP standards have the right to appeal.

Students are considered to have an eligible SAP status if they:

- Maintain the required cumulative grade point average (GPA) of 2.00 or better.
- Satisfactorily complete enough credit hours to have a completion rate of 67% or higher.
- Will graduate within 150% of the credit hours required to complete their academic program.

Satisfactory Academic Progress appeals can be filed by students to document unforeseen and extenuating circumstances that impacted the student's ability to make academic progress. Appeals should be submitted **10 days** before the start of the semester for which the student is seeking reinstatement of federal student aid. Students will be notified of the decision (Approved, Pending, or Denied) via the ESCC student email. All appeals must be signed by the student and include a program evaluation that lists all courses needed to complete program and supporting documentation.

## STUDENT INFORMATION

Name \_\_\_\_\_ Student ID \_\_\_\_\_

## EXTENUATING CIRCUMSTANCE(S)

Provide a typed, signed, detailed statement explaining what happened that affected your academic progress (for example, death in the family, major illness or unexpected employment changes). Include the dates of each occurrence and provide documentation to verify the circumstances.

## PLANNING FOR SUCCESS

Provide a typed, signed detailed statement explaining how the extenuating circumstances were resolved and what steps you have taken or are planning to take to regain successful academic progress.

## SUPPORTING DOCUMENTATION

Please check all supporting documentation included with the appeal:

- Copy of upcoming scheduled or planned coursework (**Required**. Please see your advisor for assistance)
- Third-party documentation (i.e. doctor, attorney, clergy, counselor, social worker, supervisor/employer, medical bills, divorce decree, obituary, death/birth certificate, etc)
- Proof of meeting with an Edison State staff student support office (i.e student needs committee, student engagement, accessibility services, etc.)
- Other: \_\_\_\_\_

## CERTIFICATION STATEMENT

I certify that all of the information on this form and accompanying documents are true and complete to the best of my knowledge. Furthermore, I affirm that I have not knowingly or intentionally provided any false or fraudulent documentation.

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

Term SAP Not Met: \_\_\_\_\_  
CGPA: \_\_\_\_\_  
Completion Rate: \_\_\_\_\_  
ESCC Credits: \_\_\_\_\_  
Transfer Credits: \_\_\_\_\_  
Total ESCC & Transfer: \_\_\_\_\_  
MTF Cap: \_\_\_\_\_

APPROVED ACADEMIC PROGRAM:

Required Documentation:

- Academic Program Evaluation Included
- Class Schedule Included
- Third Party Documentation Included

- Approved
- Pended
- Denied

**Comments:**

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**Reviewer:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Second reviewer (when applicable):** \_\_\_\_\_

**Date:** \_\_\_\_\_