

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 66.67% 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: _____
Street Address: _____ City: _____ State: _____ Zip: _____
Primary Phone: _____

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

- Outline of upcoming scheduled or planned coursework (**Required**. Please see your advisor for assistance)
- Third-party letter (i.e. doctor, attorney, clergy, counselor, social worker, supervisor/employer, etc)
- Third-party documentation (i.e. medical bills, divorce decree, obituary, death/birth certificate, etc)
- Proof of meeting with
 - Advisor (Faculty or Staff)
 - Student Needs Committee
 - Office of Student Engagement
 - Office of Accessibility Services
 - Other: _____
- 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

Appeal decision:

- Approved
- Pended
- Denied

Comments:

Reviewer: _____

Date: _____

Second reviewer (when applicable): _____

Date: _____