

### Satisfactory Academic Progress Appeal Form

Name: \_\_\_\_\_ Prairie State ID#: \_\_\_\_\_

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

Public Law 99-498 and Federal regulations [34CFR 668.16(e)] require a student to maintain satisfactory academic progress in three areas - cumulative grade point average, cumulative completion rate, and maximum time frame for Financial Aid. In accordance with this policy, a copy of PSC's Financial Aid Satisfactory Academic Progress (SAP) can be found in the Student FA Handbook, SAP brochure, website and in the Financial Aid Office.

**Directions:**

1. Select the semester for reinstatement of financial aid and reason for appeal (current page).
2. Read the following page entitled "Satisfactory Academic Progress Appeal Process" for information regarding the requirements for submitting an appeal.
3. Write a narrative statement describing the reasons and circumstances which impacted your ability to meet the standards. The statement must also include the measures you have taken to ensure success moving forward.
4. Attach all documents to support the situation referenced in your narrative statement.
5. Submit the completed SAP Appeal Form (cover page, narrative, and supporting documents) to the Financial Aid Office, room 1359.

**Please note:** Once an appeal is submitted it can take 2-3 weeks before a determination can be rendered. Students will be notified by mail regarding the decision of the appeal committee.

#### The Financial Aid Office will accept SAP Appeals by semester based on the following schedule:

	Semester	Dates
<input type="checkbox"/>	Fall 20 _____	June 15 to Oct.15 (Note: If taking summer courses, fall appeals will not be reviewed until Aug. 1)
<input type="checkbox"/>	Spring 20 _____	Jan. 1 to March 15
<input type="checkbox"/>	Summer 20 _____	May 15 to June 15

#### The Reason for this Appeal is:

<input type="checkbox"/>	I did not complete a minimum of 67% of the attempted credit hours registered.
<input type="checkbox"/>	My cumulative grade point average is below 2.0.
<input type="checkbox"/>	I have exceeded the 150% time limitation to earn a degree (equivalent to 90 credit hours). <b>Academic Plan must be attached.</b>
<input type="checkbox"/>	I have completed at least six credit hours on my own within one semester with grades C or better.
<input type="checkbox"/>	I already have a Bachelor's Degree. (I understand that if reinstated, per Federal Regulations, I will only be eligible for student loans.)

## Satisfactory Academic Progress Appeal Process

All financial aid students are required to meet the following minimum academic progress requirements:

- *Maintaining a 2.0 cumulative grade point average (GPA)*
- *Completing 67% of the total attempted hours*
- *Attempt no more than 150% or 90 credit hours associated with the program.*

Students who have **mitigating circumstances** and are currently on termination status as a result of not having met SAP requirements, may appeal for reinstatement.

---

**Directions:** Select the appropriate appeal for financial aid reinstatement and submit the specified items.

### Satisfactory Academic Progress Appeal

#### 1. Narrative Statement - *(Typed narrative is strongly recommended)*

**Statement must include both A and B below:**

A. Describe the reasons and circumstances for your inability to meet standards.

- If you withdrew (W) from or failed a class, explain the reason.
- Explain what mitigating circumstances were beyond your control.

B. Steps taken to ensure success.

- What is now different in your situation to ensure your success at PSC?

#### 2. Documentation

- It is strongly recommended that you provided documentation that support the situation listed in your appeal narrative.
  - If medical problems or other mitigating circumstances contributed to your inability to meet standards, supporting evidence should be attached. (Death of an immediate relative, significant emotional or physical trauma, etc.) **Please Note: Appeals without supporting documentation may be denied.**
  - Examples of documentation: medical records, police reports, death certificate, letters from your counselor, hospital, physician, counselor, employer, etc. that will support your particular situation.

### Maximum Timeframe Appeals (Only for students over 90 credit hours)

#### 1. Narrative Statement - *(Typed narrative is strongly recommended)*

- Describe the reasons and circumstances for your inability to complete your degree in the required time frame. If you withdrew (W) from or failed a class, explain the reason.

#### 2. Documentation

- Students who are at or exceeded the 150% maximum time frame (90 credit hours) must submit an academic advising plan signed by an Academic Advisor. **(Please note: After review of your appeal and academic plan, a determination will be made as to if one additional semester of eligibility can be granted.)**

