

SATISFACTORY ACADEMIC PROGRESS APPEAL

The Board of Trustees, in accordance with federal regulations, has created a uniform satisfactory academic progress policy for all students receiving financial aid. Any student who fails to meet the minimum satisfactory academic progress standard at the end of a warning period will become terminated from the financial aid programs at the college.

Students who have experienced an **extraordinary or unusual situation** that contributed to their unsatisfactory academic progress may complete an appeal.

Appeals must detail the extraordinary or unusual situations for each semester that the student was not making satisfactory progress.

Extraordinary or unusual situations include:

- Illness/hospitalization of the student
- Caring for an ill member of the immediate family
- Death of a member of the immediate family
- Domestic violence
- Divorce or separation

All situations must be documented. Documents must prove that the extraordinary or unusual situations affected the student during each semester that he or she was not making satisfactory progress.

Acceptable documents:

- Illness/hospitalization- Signed note from physician verifying dates or period of treatment
- Death- Death certificate
- Domestic violence- Written verification of situation by a certified counselor or state agency.
- Divorce- Court decree.

The following common situations are not considered extraordinary or unusual situations. These examples are not valid reasons to complete an appeal:

- Family difficulties or financial problems.
- Interpersonal problems with friends, roommates, significant others or teachers.
- Difficulty balancing work, athletics, family responsibilities, etc., and school.
- Transportation issues, such as car breakdowns or bus schedule difficulties.
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Please complete the Satisfactory Academic Progress Appeal Checklist and attach all statements and documents before returning the appeal to the financial aid office.

Complete appeals will be reviewed by the Director or Designee of Financial Aid. Students will be notified of the decision within **two weeks**.

During Probation-waiver semester, you must meet the terms of the following academic plan:

1. Complete 100% of the courses attempted for the semester with a minimum GPA of 2.0.
2. By signing this appeal form, you understand that you cannot receive a W, I, F, or NCE.

****Please refrain from sending your SAP Appeal or any other personal data through e-mail. When sending this type of information, only use the secure Scan Optics portal through here: <https://housatonic.edu/paying-for-hcc/financial-aid/scanning-documents-to-financial-aid>.****

SATISFACTORY ACADEMIC PROGRESS APPEAL CHECKLIST

*****YOU MUST COMPLETE EACH STEP AND CHECK EACH BOX BEFORE SUBMITTING YOUR APPEAL TO THE FINANCIAL AID OFFICE*****

*****Incomplete appeals will not be reviewed.*****

Step 1: Review whether you have experienced extraordinary or unusual situations that merit an appeal.

I am checking this box because:

- I have experienced an extraordinary or unusual situation, which contributed, to my lack of satisfactory academic progress.
- I have reviewed the examples of extraordinary or unusual situations on the reverse side, and my situation is similar to one or more of these.

Step 2: Write separate statements on the Satisfactory Academic Progress Appeal Statements worksheet detailing the circumstances for EACH SEMESTER that you were not making satisfactory progress. If there's is not enough space to write your statements, please continue on a separate word document.

I am checking this box because:

- I have written separate statements on the next pages regarding the extraordinary or unusual situation for each semester that I was not making satisfactory progress.

Step 3: Gather documents that help to support your appeal.

I am checking this box because:

- I understand that I must submit official or legal documentation to support my appeal.
- I have reviewed the sample list of acceptable documents on the reverse side. I understand that the more documentation I provide, the better my chances of having my appeal approved.
- I understand that a successful appeal will allow me to receive any financial aid grants for which I am eligible, but that it will not reinstate my ability to receive student loans or work-study funds.

Step 4: Make sure you have checked off each box on this list. If you have any questions, please email the financial aid office at HC-finaid@hcc.commnet.edu.

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SIGNATURE: _____ DATE: _____

NAME: _____ ID#: _____ PHONE #: _____

SATISFACTORY ACADEMIC PROGRESS APPEAL STATEMENTS

Your appeal must detail the extraordinary or unusual situations for **each semester** that you were not making satisfactory progress. If you fail to detail circumstances for each semester, your appeal will not be reviewed.

Grades that led to your unsatisfactory academic progress may include F, W, UF, M, NC, I, X, or NCE.

YEAR: _____ **SEMESTER:** _____ **BANNER ID:@**_____

CLASS: _____ **GRADE:** _____ **CLASS:** _____ **GRADE:** _____

CLASS: _____ **GRADE:** _____ **CLASS:** _____ **GRADE:** _____

CLASS: _____ **GRADE:** _____ **CLASS:** _____ **GRADE:** _____

Appeal statement for this semester: _____

YEAR: _____ **SEMESTER:** _____

CLASS: _____ **GRADE:** _____ **CLASS:** _____ **GRADE:** _____

CLASS: _____ **GRADE:** _____ **CLASS:** _____ **GRADE:** _____

CLASS: _____ **GRADE:** _____ **CLASS:** _____ **GRADE:** _____

Appeal statement for this semester: _____

YEAR: _____ SEMESTER: _____

CLASS: _____ GRADE: _____

CLASS: _____ GRADE: _____

CLASS: _____ GRADE: _____

CLASS: _____ GRADE: _____

CLASS: _____ GRADE: _____

CLASS: _____ GRADE: _____

Appeal statement for this semester: _____

The Financial Aid Office will complete this section

Appeal Approved _____ Date: _____

Appeal Denied _____ Date: _____

Comments: _____
