

**Financial Aid
Satisfactory Academic Progress Appeal**

Name _____ Student ID/Social Security # _____

Address _____ Home Phone/Cell Phone _____

Major _____ Number of Hours Needed for degree completion _____

Federal regulations require students to maintain Satisfactory Academic Progress (SAP) in three areas--**Cumulative GPA, Hours Attempted and Earned, and Maximum Time Limit**-- to be eligible for financial aid. It is the **student's** responsibility to stay informed of the SAP standards and to monitor their own progress. The Office of Student Financial Services will send notification to students who we expect may be out of compliance.

In some cases, a student's failure to be in compliance with one or more areas of SAP is due to events totally beyond the student's control. If such **mitigating circumstances** can be documented for the specific term (s) when the deficiencies occurred, the student may submit this completed and signed **Appeal Form** along with all required documentation. All appeals must be submitted within 15 calendar days of notification. The Financial Aid Appeals Committee will consider the appeal and render a decision, which the Director of Student Financial Services will convey in writing to the student within two weeks of the student's appeal.

Examples of Mitigating Circumstances
 Situations considered mitigating circumstances beyond a person's control include:

- Serious illness or injury to student that required extended recovery time.
- Death or serious illness of an immediate family member.
- Significant trauma in student's life that impaired the student's emotional and/or physical health.

Required Documentation

- Written statement describing the reasons and circumstances that resulted in your lack of sufficient progress. Your explanation should be about the particular semester and/or courses for which you registered but did not earn the required credits.
- Statement from your physician that explains your particular situation.
- Death Certificate or obituary.
- Other documents.

Note: Do not discuss your need for financial aid as part of your rationale for reinstatement of Title IV Federal Financial Aid. It is

**Send required documents to:
 Calhoun Community College
 Office of Student Financial Services
 P.O. Box 2216
 Decatur, AL 35609-2216
 Fax 256-306-2948**

OFFICE USE ONLY

Hours Attempted _____ Hours Completed _____ GPA: _____ Approved Denied

FA Official Signature
Date