



2011-2012 Satisfactory Academic Progress (SAP) Appeal Form

Federal regulations require students to maintain Satisfactory Academic Progress (SAP) in three areas – **Cumulative GPA, Hours Earned, and Maximum Time Limit** – to be eligible for financial aid. It is the student’s responsibility to stay informed of the college’s SAP Standards and to monitor his/her own progress. Southern Crescent evaluates each student’s progress at the end of the each semester.

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 SAP Appeal, along with all required documentation. Students will receive notification of all appeal decisions by letter.

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 or significant improvement.
- 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.
- Readmission under the College policy.
- Other documented circumstances.

Please indicate which mitigating situation best applies to the academic difficulty you have experienced. Then, on the next page, **you must provide** a detailed explanation of the factors contributing to your lack of academic progress. Also, please describe the steps taken to prevent future unsatisfactory academic progress.

_____ **Medical:** If a medical problem contributed to the failure to maintain satisfactory academic progress, attach documentation from a medical professional from whom you have received advice or treatment.

_____ **Death/Illness:** If the death/illness of a family member or close friend contributed to the lack of academic progress, please attach appropriate copies of medical records, death certificate, obituary, etc.

_____ **Change of Major:** If a change of major has contributed to the lack of academic progress, please attach a copy of the change of major form/s that you submitted to the Registrar’s Office.

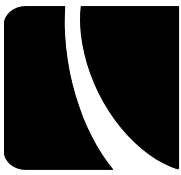
_____ **Other Circumstances:** Please clearly state the circumstance (not listed above) and provide appropriate documentation. _____

***All mitigating circumstances must be documented**

I understand that the Financial Aid Office will not accept any SAP Appeal that is incomplete or lacks documentation. I am therefore, submitting my **complete** SAP Appeal. I understand that the SAP Appeal Committee will not be review a SAP Appeal Form that is incomplete or lack appropriate documentation. Once a decision has been made the Financial Aid Office will notify me by mail of the Appeal outcome.

Student Signature

Date



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Last Name _____ First Name _____ MI _____
 Student ID _____ Last 4 digits of SSN _____ DOB _____
 Address _____ City _____ State _____ Zip _____
 Phone Number _____ Email _____

Section I: Enrollment Information

When were you last enrolled?(circle one) Fall Winter Spring Summer Year _____

If approved, when do you plan to enroll? Fall Winter Spring Summer Year _____

I have earned a prior degree at Southern Crescent and am appealing for additional hours: Please attach a written statement from your program of study or department head confirming the additional courses beyond the first degree that are required for the second degree.

Section II: Explanation of Mitigating Circumstances

What mitigating circumstances occurred that caused you to fall below the minimum academic standards at Southern Crescent? _____

If your appeal is approved, what do you plan to do to insure that you will be able to meet the minimum standards in the future? _____

By signing this form, I certify that all the information reported is completed and correct. I certify that documents submitted with the form are copies of original documents and have not been altered.

Student Signature _____ Date _____

FOR OFFICE USE ONLY

FAO Initials _____ Date _____ Decision: Approved Denied