



SOUTH  
SUBURBAN  
COLLEGE  
Office of  
FINANCIAL AID

# SATISFACTORY ACADEMIC PROGRESS (SAP) APPEAL FORM

Name: \_\_\_\_\_ ID: \_\_\_\_\_

Students whose financial aid has been suspended for not meeting Satisfactory Academic Progress standards can appeal their suspension. In addition, you must provide documentation to support the extenuating circumstances as to why you did not maintain Satisfactory Academic Progress. In order for your appeal to be reviewed please complete the SAP Appeal Form and follow the requirements listed below:

1. Complete the appeal form, and turn it into the Financial Aid Office. In your appeal you must clearly state your reasons for being unable to maintain satisfactory progress, and what you plan to do in the future to become in compliance with SSC's academic policy.
2. Attach any documentation that supports your extenuating or mitigating circumstances.
3. After the Financial Aid Appeals Committee has met, you will be notified of the results via your SSC student email.
4. All appeals are for only one semester. (Please read academic plan)
5. If your appeal is granted you will be placed on Financial Aid Probation and are required to adhere to an academic plan. If your appeal is denied, you are not eligible for financial aid and your classes will not be held. It is your responsibility to either make payment arrangements or to drop your classes. Failure to do so, may result in a bill.
6. Under **no** circumstances will classes be held beyond the start of the semester.
7. Students are allowed only one appeal per semester. DECISIONS OF THE APPEAL COMMITTEE ARE FINAL.
8. At the end of the semester your progress will be re-evaluated. The Appeal Committee will require the following:
  - **Complete 100% of the classes that you have enrolled**
  - **Earn a GPA of at least 2.0 for the semester**

Please Note: Satisfactory Academic Progress (SAP) standards for GPA requirements for Financial Aid is measured based on the Financial Aid GPA standard as established by the Department of Education and NOT the college standards of academic progress (SOAP) policy.

Use the reverse side of this form for your appeal.





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# ACADEMIC PLAN

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Student ID#: \_\_\_\_\_

South Suburban College recognizes there may be extenuating and mitigating circumstances affecting student performance. The College allows students to appeal their financial aid suspension status by submitting a Satisfactory Academic Progress Appeal form with appropriate documentation to the Financial Aid Office for consideration.

A Satisfactory Academic Progress Appeal form must be submitted in writing on or before the established deadline for the appropriate term and is subject to approval by the appeal committee. Submission of an appeal does not guarantee your request will be approved.

Granted appeals are available for one semester only. Students who are granted a SAP appeal are placed on Financial Aid Probation and are required to adhere to an academic plan. The academic plan states that the student will:

- **Complete 100% of the classes that you have enrolled (No withdrawals, incompletes or F's)**
- **Earn a GPA of at least 2.0 for the semester**

At the end of the semester your progress will be re-evaluated. If you have met the conditions of your academic plan your financial aid will be continued. If you do not meet the criteria, you will be placed in disqualification (financial aid suspension) status.

If your appeal is denied, you are not eligible for financial aid and your classes will **not be held**. It is your responsibility to either make payment arrangements, or to drop your classes.

A copy of the Financial Aid Satisfactory Progress criteria is attached to this form for your review.

All SAP notifications are sent to the students SSC student email.

## By submitting and signing this form:

- ✓ I understand that my appeal is subject to approval by the committee.
- ✓ I acknowledge the information and documentation submitted as part of this appeal is true to the best of my knowledge and that submission of fraudulent documents may result in my APPEAL being denied.
- ✓ If my appeal is denied, I must make payment arrangements to keep my classes or I must drop my classes.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

White: SAP Committee Copy  
Yellow: Student Copy