Financial Aid
Satisfactory Academic Progress (SAP)
Appeal Request

Students may appeal their **S**atisfactory **A**cademic **P**rogress (SAP) status. To be eligible for Financial Aid funds, a student must make satisfactory academic progress. Students who do not meet the academic standards may have their financial aid eligibility suspended. The appeal must include a typed detailed letter explaining the circumstance and resolution supporting documentation and may require submission of a completed Academic Plan of Action.

More information on the KCTCS SAP Policy can be found at http://www.kctcs.edu/Students/Costs_and_Financial_Aid.aspx

NOTE:

- The SAP Appeals Committee may request additional information.
- Financial Aid will not pay for courses taken by audit, credit hours earned by placement tests, or non-degree courses.
- Transfer credit hours count in the attempted/completed SAP hours as recorded by Admissions and Records.
- Students may only receive funding for undecided, pending or **remedial** course work for a maximum of 30 attempted credits.
- The SAP Appeal Committee may approve your appeal with certain academic progress conditions or limit future hours.
- If your appeal is denied, you will be responsible for expenses incurred at the college without benefit of financial aid.
- **The decision of the SAP Appeals Committee is final.**

Name: _____ Student ID: **00**_____
Last First MI

Address: _____
Street City State Zip

Phone: _____Program/Major: _____ Antic. Graduation Date: _____

Term you are appealing to receive aid: Fall 20_____ Spring 20_____ Summer 20_____

Is this your first SAP appeal ___ YES ___NO. If no, when did you last appeal _____

Appeal Reason: Check one

☐ Personal illness or injury ☐ Other Extenuating Circumstance _____

☐ Death in immediate family ☐ Maximum Time Frame (MTF)

Attach the following to this form: **All** information must be attached before the appeal can be submitted to the Financial Aid Office or reviewed by the committee.

- A **typed letter** stating:
  - If you are appeal for MTF: State in detail why you have not yet earned a credential or why you are seeking an additional credential.
  - If you are appeal for GPA (qualitative) and or 67% completion rate (quantitative): State in detail the reason you have not maintained Satisfactory Academic Progress (SAP)**, and** how your situation has been resolved to insure standards are met in the future.
- **Documentation** that supports your reason for appealing. Documentation must state the date(s) during which the circumstance occurred. *(examples of supporting documentation: statement from doctor, police reports, death certificate, or letter from a professional (lawyer, doctor, minister) familiar with your circumstance).*
- An **Academic Plan of Action** form.

Incomplete SAP Appeal Request will be returned and will not be reviewed by the committee.

Certification Statement*: I certify that all of the information provided is true to the best of my knowledge. If I purposely give false or misleading information on any financial aid documents, I may be fined, sentenced to jail or both.*

Student's Signature:_____ Date: _____

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Financial Aid Office Use Only

Use PeopleSoft Maintain Student SAP panel to complete this section Print and attach PeopleSoft transcript

Student SAP Term: _____

Max. Time Frame: _____ _____
total credit hours current status

Min Cum. GPA: _____ _____
current GPA current status

Cum. Earned Units: _____ _____ _____
current units earned current status cum QPS%

Committee Results

Date Reviewed;_____

☐ Approve
Comments:_____

_____

☐ Defer
Comments:_____

_____

☐ Deny
Comments:_____

_____

NOTES:
_____

_____

PeopleSoft Updates/Entry

☐Maintain Student SAP
☐Pack Stat Sum
☐Award Entry
☐Email Award Information

Completed by _____ Date:_____

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