

Satisfactory Academic Progress Appeal Form 2024-2025



Federal regulations require students to maintain Satisfactory Academic Progress (SAP) in three areas – cumulative GPA, completion ratio and maximum time frame – to be eligible for financial aid. Please review the Financial Aid Suspension Letter that you received as well as the SAP policy available at <http://www.SCF.edu/StudentServices/FinancialAid/SAP.asp>.

Please Note:

- Appeals submitted without sufficient supporting documentation **will be denied**. Please read all instructions carefully.
- Do not include original documents. They will **not** be returned. Be sure that all copies are legible.
- You should be prepared to pay tuition, fees and other educational expenses until meeting Satisfactory Academic Progress.

A. Student Information

Last Name	First Name	M.I.	G00	Student ID #
Mailing Address (Including City, State and Zip)			Phone	

B. Appeal Documentation

Please indicate which semester you are appealing to regain financial aid eligibility (check one):

- Fall 2024**
 Spring 2025
 Summer 2025

Please list your most recent SAP Status listed under Satisfactory Academic Progress on the Financial Aid section of your MySCF account: _____

Please be sure to read THOROUGHLY and complete all items on the checklist.

1. You are providing the required **typed, signed, detailed explanation** (appeal letter) of how extenuating circumstances **beyond your control** prevented you from meeting SAP requirements. In addition, you must explain what has changed that will allow you to obtain/maintain successful academic progress going forward.
 - Extenuating circumstances may include, but are not limited to:
 - Documented medical conditions or serious illness.
 - Death of an **immediate** family member.
 - Other emergency circumstances (i.e. natural disaster, etc.).
 - If appealing for Maximum Time Frame, your explanation should account for:
 - **Change of major** (check box if applicable)
 - **Remedial courses** (check box if applicable)
 - **Earned a prior degree** (check box if applicable)
 - And/or extenuating circumstances listed above

2. Print and attach your "Class History" from your Degree Works account (found under the Student tab on your MySCF account, in Registration Tools).

3. Attach the required **date specific supporting documentation** from a disinterested third party (letters from family and/or friends are not encouraged).
- Acceptable documentation may include, but is not limited to:
 - Signed letter (**not prescription**) from a physician or counselor indicating the dates of the medical care on letter head.
 - Copy of a death certificate, obituary or third-party documentation of the death of a family member.
 - Accident / Police Reports / Court Records, etc.

C. Certification and Signature

I understand the SAP appeal instructions. Additionally, I understand that it is my responsibility to know my SAP status and review the SAP policy as needed. **If approved, I must not withdraw from ANY course or receive any F's, maintain at least a 2.0 GPA in each term (2.5 GPA if suspended for GPA), and only enroll in courses applicable to my current program**, regardless of the source of funding used to pay for the courses. If I take any class outside of my degree requirements, my financial aid will be terminated *without an option to re-appeal*. Degree Works (accessible through MySCF) will be used to determine the courses applicable to all degree requirements.

Read and check the appropriate box below:

- I have reviewed my Appeal Form and required supporting documents. I certify they are complete and accurate.
- I have reviewed my Appeal Form and certify it is complete. I have chosen **NOT** to attach any supporting documentation. Appeals submitted without sufficient supporting documentation **will be denied**.

Student Initials: _____

Please Note: The Financial Aid Review Committee will review and respond to your appeal with either an approval or a denial. These decisions are communicated via your SCF email. **Committee decisions are final**; however, a re-appeal may be submitted to the Director of Financial Aid **only if** there is new documented evidence to be considered. If denied, **the decision is final** and may not be re-appealed. If your appeal is denied, you should be prepared to pay tuition, fees, and other educational expenses without financial aid until you are meeting Satisfactory Academic Progress.

Student Signature

Date