



SAP Appeal Request

Name: _____ Student ID: _____
Last First MI

Students may appeal their Satisfactory Academic Progress (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 Degree Audit form.

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

NOTE:

- The SAP Appeal 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 **remedial** course work or as an **undecided** student 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 Appeal Committee is final.**

Address: _____
Street City State Zip

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

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:

- Personal illness or injury Other Extenuating Circumstance
- Death in immediate family Maximum Time Frame (MTF) – 150% of your program

Attach the following to this form: All information must be attached before the appeal will be reviewed by the committee.

- A **typed letter** stating:
 - Maximum Time Frame students must state why they are pursuing a new degree.
 - Other appeals must include the reason they have not maintained Satisfactory Academic Progress (SAP) **in detail**, and how the issue 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. This form is **required** for all students.

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

Certification Statement: I certify that I 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: _____

APPEAL PROCESS

If a student is placed on financial aid suspension and have unusual circumstances (illness, death in the family, accidents, etc.) that were a factor in not making satisfactory academic progress s/he has the right to appeal. Students who were determined to be at Maximum Time Frame (MTF) may request their coursework be evaluated based on classes needed for current major through the use of a degree audit.

A Satisfactory Academic Progress (SAP) Appeal form must be obtained and submitted to the local Kentucky Community and Technical College Financial Aid Office by the student. The Appeal form is also available at the KCTCS Printable Forms web site.

http://www.kctcs.edu/Students/Costs_and_Financial_Aid/Financial_Aid_Forms.aspx

- Documentation supporting the extenuating circumstances must be submitted with the SAP appeal form and accompanying letter.
- The accompanying letter must include the reason Satisfactory Academic Standards were not met and how the circumstance has been resolved or in case of MTF, why they are pursuing a new major of study.
- SAP appeals will be evaluated by the college Satisfactory Academic Progress (SAP) Appeal Committee.
- A **KCTCS Degree Audit** form will be **required** for students who have exceeded Maximum Time Frame and students enrolled in "Pending" Programs and have exceeded 30 attempted hours. A KCTCS Degree Audit form may be necessary for other appeals as determined by the Satisfactory Academic Progress Appeal Committee.

The student is responsible for payment arrangements with the institution pending a decision of the appeals committee.

If approved, students will receive a plan or enter into a contract specifying academic requirements necessary to remain eligible to receive financial aid for the remainder of their matriculation.

Decisions made by the Satisfactory Academic Progress Appeal Committee are final and cannot be appealed.

For 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: _____

STUDENT AGREEMENT

Objective of SAP Academic Plan-of-Action

Students who have failed to achieve minimum SAP standards are required to submit as part of the appeal process an Academic Plan-of-Action listing the required courses for the stated program of study. The SAP Academic Plan-of-Action must include only coursework that will be taken to achieve the degree or credential. Students must also achieve minimum SAP requirements no later than the end of the Academic Plan’s projected end date and/or graduation date to retain Title IV eligibility.

- The student will be required to follow the Academic Plan-of-Action in order to receive federal, state and institutional financial assistance.
- The student must be enrolled only in the course work listed on their Academic Plan-of-Action , meet minimum completion rates, and be making progress each semester toward all SAP Requirements by the end of the Academic Plan-of-Action projected end date.
- The student’s progress will be reviewed each semester. Failure to meet the terms of the Academic Plan-of-Action will jeopardize eligibility for federal, state and institutional financial assistance.

SAP Requirements:

Satisfactory Academic Progress is measured with the following standards:

- Qualitative measure- Student’s Cumulative Grade Point Average (GPA) must be 2.0 or greater.
- Quantitative measure- Students must successfully complete 67% of all classes they attempt. (67% Rule – Earned hours divided by Attempted Hours)
- Maximum Time Frame- Students are allowed to attempt no more than 150% of the classes required to earn a specific degree or credential.
- **Pace Progression-** *Students must meet or prove they will be able to meet both the qualitative and quantitative measures at a pace that insures graduation prior to reaching the Maximum Time Frame threshold also referred to as “on track” to graduate. Students who cannot meet this requirement will not be approved.*

Instructions for student: Your Academic Advisor must list the course title, course number and credits of each course for the current (or next) semester you plan to enroll. By federal law, the Student Financial Aid Office will only consider funding for the courses needed to meet the course requirements for graduation or completion of your program of study.

The Academic Plan-of-Action must be signed by you and your Academic Advisor. (If both signatures are not provided, the SAP Appeal Committee will not review your SAP Appeal Request.)

Last: _____ First: _____ MI: _____ Date: _____

Student ID #: _____ Program of Study: _____

(Your 9-digit school Student ID number **MUST** be furnished before this SAP Appeal Request can be processed.)

<p><u>Student Acknowledgement:</u> By signing below, I agree to adhere to the terms of this plan of action to retain my eligibility for federal, state and institutional aid, and I acknowledge that I have read and understand that failure to follow and meet the terms as outlined in this contact will result in the forfeiture of future financial aid eligibility for the following programs: Federal Pell Grant, Federal Supplemental Educational Opportunity Grant (SEOG), Kentucky CAP Grant, Federal Ford Direct Student Loans (Subsidized, Unsubsidized, Parent PLUS, Federal Work-Study programs, and other state aid programs. I also understand and acknowledge that once I have lost eligibility for financial aid, I may have my eligibility reinstated by successfully completing sufficient credits to meet the SAP standards without the assistance of financial aid programs and I must notify the Financial Aid Office once the credits have been completed.</p>	
<p>Student Signature: (required)</p> 	<p>Date:</p>

