

Appeal Form for Title IV

This form must be filled out entirely and must include documentation, if at all possible.

Name _____ (please print) ID# _____
Address _____ City _____ State ____ Zip _____
Phone _____ E-Mail _____
Date _____

Program of Study To Appeal: _____

Semester (To Receive Financial Aid): (check one) ____ Fall ____ Spring ____ Summer ____ Year ____

Attach an appeal letter describing the reason(s) why you have not met Satisfactory Academic Progress (SAP) standards. (Please type, print, or write very legibly.)
Also, see an academic advisor for both completed and signed Academic Plan forms.

Satisfactory Academic Progress Problem:

- IGP - Cumulative Grade Point Average (GPA) Below a 2.00 at SCC
- IHR - Have not successfully completed 67% of the hours completed at SCC
- MAX - Have not earned a degree within 150% of the time allowed at SCC

Reason For Not Meeting Satisfactory Academic Progress Standards:

- Personal illness (provide documentation)
- Family illness (provide documentation) Relationship: _____
- Death in family (provide documentation) Relationship: _____
- Other : _____

Student Signature

Date

Return this form, letter, Academic Plan forms, & documentation to:

Financial Aid Office
Shawnee Community College
E-mail: finaid@shawneecc.edu
Phone: (618) 634-3280
Fax: (618) 634-3368

** Financial Aid Office Use Only **

Date Received _____
SAP Code: _____
Term GPA: _____
Cum. GPA: _____
#Hours Enrolled: _____

Granted

Appeal Committee Signatures

Dates

Called and spoke with student _____
Message left for student _____
Called and no answer / No Voicemail _____

COMMENTS: _____

Appeal Letter Outline

Current Date

Dear Appeals Committee:

Paragraph 1 (*explain reason for letter—grades, 67% rule, have not earned a degree*)

Paragraph 2 (*explain reason for becoming ineligible*)

Paragraph 3 (*include any changes you plan to make to correct the problem*)

Paragraph 4 (*closing and contact information*)

Sincerely,

Student's Name

NOTE:

Please provide any documentation for circumstances mentioned in this letter. Possible documentation could include (but is not limited to) a death certificate, obituary, birth certificate, hospital bill, doctor's excuse or diagnosis, legal court documents, vehicle repair bill, accident report, or a police or fire report. All documentation should be as clear as possible, easy to read, and correspond to the dates of your ineligibility. Letters should be printed or typed.