

Appeal Form for Title IV

This form must be filled out entirely and include supporting 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 a signed 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, signed letter, Academic Plan

forms, & documentation to:

Financial Aid Office

Shawnee Community College

E-mail: finaid@shawneecc.edu

Phone: (618) 634-3200 Option 1, option 2

Fax: (618) 634-3368

**** Financial Aid Office Use Only ****

Date Received _____

SAP Code: _____

Term GPA: _____ Eval

Cum. GPA: _____ Tran

#Hours Enrolled: _____

Approved Denied

Financial Aid Notes:

Called and spoke with student _____

Message left for student _____

Called and no answer / No Voicemail _____

Appeal Committee Signatures

Dates

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 signature

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 and include student's handwritten signature.



Academic Contract & Plan for Financial Aid Probation

Full Name _____ Student I.D. _____

Term of Probation: Fall Spring Summer

Year _____ GPA _____

Reason for Financial Aid Probation (Check all that apply.)

- Cumulative Grade Point Average
- Course Completion Rate Below 67%
- Maximum Time Frame

Your academic advisor **must** assist you in completing your academic plan.

Degree or Certificate you are pursuing: _____

(If pursuing multiple degrees or certificates, an academic plan must be completed for each one.)

Number of credits completed toward degree: _____

Credits needed to complete degree: _____

Estimated date of graduation: _____

List the courses that you will need to take each semester until graduation.

Semester _____

Semester _____

Semester _____

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Student Name _____

Student ID _____

Semester _____

Semester _____

Semester _____

I accept the conditions outlined in this Academic Contract & Plan and understand that if I fail to meet the requirements, I will return to ineligible status for financial aid. I understand that as a result of my not meeting financial aid standards of progress, I agree to participate in this contract for the duration of my probation and will work diligently to complete my degree/certificate.

- Earn at least a 2.000 semester grade point average (GPA)
- Complete 100% of my courses per semester with a C or better in each class and no withdrawals
- Remain in _____ Degree/Certificate

Student's Signature

Date

Advisor

Date

Shawnee Community College has many free student support services. Contact the Student Success Center at (618) 634-3316 for assistance.