

# Satisfactory Academic Progress (SAP) Appeal Form

Student: \_\_\_\_\_ Valley ID # V00 \_\_\_\_\_

Phone Number: \_\_\_\_\_

Current Program of Study: \_\_\_\_\_

Semester for which financial aid reinstatement is requested: \_\_\_\_\_

The Financial Aid Office recognizes students may experience special circumstances that may affect their ability to complete classes. The following process ensures an appeal process exists and is consistent for all students who wish to appeal their financial aid satisfactory academic progress status. **Following are examples of “extenuating circumstances” that may be considered for an appeal; significant medical illness or injury, death of a close relative, changes in an academic program of study, a significant event or personal tragedy.**

To assist the Financial Aid Office with the review process and to avoid processing delays, we request that you obtain the appropriate documentation and attach it to this appeal. For more information regarding our SAP standards, please visit our website at [www.kvcc.edu/finaid](http://www.kvcc.edu/finaid) go to Satisfactory Academic Progress Standards.

The appeal process is an opportunity to explain your reasons for not meeting satisfactory academic progress. It also provides an opportunity for you to write a specific plan for your return to good standing. If you wish to appeal your current status and have your financial aid eligibility reconsidered, you must do the following:

1. Complete both sides of this appeal form and make sure to physically sign and date this form;
2. Make sure to include your Valley ID Number on all attachments to your appeal;
3. **Write a statement - A (reverse side of this form)** that explains the reason(s) you did not meet Kalamazoo Valley's satisfactory academic progress standards;
4. **Write a statement - B (reverse side of this form)** that explains what has now changed, including resources you have or will use to become successful;
5. **Include** supporting documentation from a third-party source supporting your appeal (ex: documentation from a physician, professional counselor or therapist, law enforcement official, etc);
6. **Include** a copy of your current Program Plan from your DegreeWorks available under “My Links” in your MyValley account or a signed copy from an Academic Counselor or Advisor. If you have changed programs, you must update your Program of Study and provide an updated DegreeWorks Program of Study or signed copy of from Academic Counselor or Advisor.

## Reason for financial aid appeal (check all that apply):

- 1. I have reached the maximum time frame for my program of study
- 2. I am changing my program of study
- 3. I am on financial aid suspension status (do not have a 2.0 cumulative GPA and/or completed 67% of attempted credit hours, or did not complete at least 1 credit hour successfully)
- 4. I have completed the required credit hours and/or raised my cumulative GPA to a 2.0 to be reconsidered for financial aid

You must complete both sides of the appeal form, in addition to submitting supporting documentation. All appeal results and additional information requests will be emailed to your KVCC email.

You are currently ineligible for financial aid and are responsible for any tuition, fees and/or book charges. Appeal requests are considered on an individual basis and may take up to three weeks to process depending upon the time of year.

### Recommended deadline to submit a SAP appeal or FAAP Review Form:

Fall semester - October 1<sup>st</sup> Winter semester – March 1<sup>st</sup> Summer semester - July 1<sup>st</sup>

**Student Name:** \_\_\_\_\_ **Valley ID # V00:** \_\_\_\_\_

**A.** Please provide a statement that explains why you did not meet Kalamazoo Valley's SAP standards. Use additional sheets as needed. Include your name and Valley ID # on all documents.

**B.** Write a statement explaining what has now changed to allow you to be successful, include resources that you have or will use. Use additional sheets as needed. Include your name and Valley ID # on all documents.

**Please Initial and Complete the Following:**


\_\_\_\_\_ I confirm my program of study is: \_\_\_\_\_

\_\_\_\_\_ I confirm I will only take classes I need as outlined by my DegreeWorks Program of Study or remedial classes needed for your program of study.

\_\_\_\_\_ I understand the importance of using all academic resources, including Academic Advising and Counseling.

**Student's Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

Please log in to your My Valley account to check your financial aid eligibility. All appeal results will be emailed to your KVCC email.

	<b>Kalamazoo Valley Community College</b>	<b><a href="http://www.kvcc.edu/finaid">www.kvcc.edu/finaid</a></b>
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