

# Satisfactory Academic Progress (SAP) Appeal Form

Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Valley ID #: **V00** \_\_\_\_\_

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

The Student Financial Services Office recognizes students may experience special circumstances that impact their ability to complete courses successfully. 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. The following document ensures an appeal process exists and is consistent for all students who wish to appeal their financial aid satisfactory academic progress status.

For your appeal to be considered, you must obtain and submit the appropriate documentation with this form based on the type of appeal you are making as outlined below. For more information regarding KVCC SAP standards, please visit our website at [www.kvcc.edu/finaid](http://www.kvcc.edu/finaid) and click "Satisfactory Academic Progress Standards". All appeal results and requests for additional information will be emailed to your official KVCC email address. You are currently ineligible for financial aid and are responsible for any tuition, fees, and inclusive access/book charges. Appeal requests are considered on an individual basis in the order they are received, and may take up to one month to process depending upon the time of year.

**Check the box below next to your type of suspension and submit all required materials along with this appeal:** **1) I have reached the maximum time frame for my program of study (SUSPMX)**

- a) Write a physically-signed and dated statement (*we cannot accept statements with electronic signatures*) that provides details regarding both 1) why you have reached the maximum time frame for your program of study and 2) your purpose for continuing to take courses at KVCC (*examples: changing program of study, transferred credits, or earning a second degree*)
- b) Print a copy of your current Program Plan (*go to your My Valley page, click "Degree Works", click the small "Print" button at the top-center of your Program Plan page*)
- c) Physically initial, sign, and date page two of this SAP Appeal form (*we cannot accept forms with electronic signatures*)
- d) Add your Valley ID number to all documents and submit the entire appeal packet to Student Financial Services for review

 **2) I am currently on a Financial Aid Academic Plan (FAAP) and I am changing my program of study**

- a) Write a physically-signed and dated statement (*we cannot accept statements with electronic signatures*) that provides details regarding 1) why you are changing your program of study, 2) what your previous program of study was, and 3) what your new program of study is now
- b) Print a copy of your current, new Program Plan (*go to your My Valley page, click "Degree Works", click the small "Print" button at the top-center of your Program Plan page*)
- c) Physically initial, sign, and date page two of this SAP Appeal form (*we cannot accept forms with electronic signatures*)
- d) Add your Valley ID number to all documents and submit the entire appeal packet to Student Financial Services for review

 **3) I am suspended for earning no credits and/or for withdrawing from all of my courses (SUSP00)**

- a) Write a physically-signed and dated statement (*we cannot accept statements with electronic signatures*) that provides details regarding why you earned a 0.0 GPA and/or why you withdrew from all your courses during the semester you failed to meet satisfactory academic progress standards
- b) Print a copy of your current Program Plan (*go to your My Valley page, click "Degree Works", click the small "Print" button at the top-center of your Program Plan page*)
- c) Physically initial, sign, and date page two of this SAP Appeal form (*we cannot accept forms with electronic signatures*)
- d) Add your Valley ID number to all documents and submit the entire appeal packet to Student Financial Services for review

- 4) I have completed the required credit hours and/or raised my cumulative GPA to a 2.0 to be reconsidered for financial aid
  - a) Print a copy of your current Program Plan (go to your My Valley page, click "Degree Works", click the small "Print" button at the top-center of your Program Plan page)
  - b) Physically initial, sign, and date page two of this SAP Appeal form (we cannot accept forms with electronic signatures)
  - c) Add your Valley ID number to all documents and submit the entire appeal packet to Student Financial Services for review

- 5) I am on financial aid suspension status for having less than a cumulative 2.0 GPA and/or for completing less than 67% of all credits I have attempted due to a circumstance beyond my control (SUSP)

**NOTE: All SAP appeals based on this option MUST include BOTH an "extenuating circumstance" AND supporting third-party documentation from a professional in support of your appeal – examples of extenuating circumstances that may be eligible for appeal include: significant medical illness or injury to the student or their dependents, death of a close relative, natural disasters, being the victim of a crime, a home fire/flood, an eviction, incarceration, significant and ongoing caring responsibilities for a close family member, jury service, or another significant personal event/tragedy. (Examples of non-extenuating circumstances that are not considered appealable include: general difficulties understanding course content, not being prepared for college courses and/or not devoting enough time to coursework, not liking the instructor or content delivery methods used in their course, non-persistent and minor injuries or illness such as seasonal colds/flu/allergies/headaches, general stress resulting from course assignments, planned events such as weddings/vacations, or voluntarily taking extra shifts/hours at your place of employment.)**

- a) Write a physically-signed and dated statement (we cannot accept statements with electronic signatures) that provides details regarding both 1) what extenuating circumstance occurred during the semester that resulted in you not meeting satisfactory academic progress standards and 2) what has now changed that will prevent the same extenuating circumstance from impacting your satisfactory academic progress in future courses
- b) Include professional, third-party documentation supporting your appeal. Depending on your specific extenuating circumstance, examples of acceptable documentation include: a death certificate/funeral program, a police record, official court/city/county/state records, a signed statement from a mental health professional, a signed statement from a medical doctor, or a signed statement from another professional relevant to the extenuating circumstance (documentation that is not acceptable includes statements from non-professionals like friends and family, a picture of a vehicle, a picture of a positive test – COVID19, pregnancy, or other medical test – that otherwise cannot be directly linked to the student, print outs of medical visits from a site like "Bronson – My Chart" without an accompanying statement from a medical professional, or a list of medications/a bill from a medical procedure without an accompanying statement from a medical professional explaining it.)
- c) Print a copy of your current Program Plan (go to your My Valley page, click "Degree Works", click the small "Print" button at the top-center of your Program Plan page)
- d) Physically initial, sign, and date page two of this SAP Appeal form (we cannot accept forms with electronic signatures)
- e) Add your Valley ID number to all documents and submit the entire appeal packet to Student Financial Services for review

**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>

**Initial the three statements below, fill in your program of study, and physically sign and date before submitting:**


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

\_\_\_\_\_ I confirm I will only take courses I need as outlined in my Degree Works Program Plan or remedial courses required for my Program Plan

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

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

Log in to your My Valley account to check your financial aid eligibility - appeal results will be emailed to your KVCC email

	<b>Kalamazoo Valley Community College</b>	
	Student Financial Services Office — Texas Township Campus — Office # 9210	
	6767 West O Avenue — P.O. Box 4070 - Kalamazoo, MI 49003-4070	
	Phone: 269-488-4340 — Fax: 269-488-4120 — Email: <a href="mailto:finaid@kvcc.edu">finaid@kvcc.edu</a>	

[www.kvcc.edu/finaid](http://www.kvcc.edu/finaid)