

CLEVELAND STATE COMMUNITY COLLEGE  
**SATISFACTORY PROGRESS APPEAL FORM**

Semester applying for:

- Fall       Spring       Summer

Name \_\_\_\_\_ Date \_\_\_\_\_

Social Security Number \_\_\_\_\_

All students requesting an appeal are **REQUIRED** to document **and** submit reasons that warrant consideration by the Financial Aid Appeals Committee. Please attach a separate statement explaining your reason(s), the steps you plan to take to correct the problem, along with a copy of your CSCC transcript and return them to the Financial Aid Office.

**NOTE:** This form will not be accepted without proper documentation (example: death certificates, obituaries, hospital discharge forms, doctor's statements, court documents, etc.)

**Check the reason for your financial aid ineligibility:**

- Withdrew from all courses in the previous term of enrollment.
- Failed to complete any courses in the previous term (received all F, I or W grades).
- Failed to attain the required cumulative grade point average.
- Failed to complete the required credit hours.
- Reached the maximum time allowed to earn the first associate degree or certificate.
- Working toward a second degree or certificate.
- Other

If your reason for appealing is medical or personal, then **check** one of the following statements.

**MEDICAL** reasons:

Supporting documentation from medical authorities must be attached to the Appeals Form and submitted to the Financial Aid Office.

**PERSONAL** reasons:

A conference may be **Required** with the Financial Aid Appeals Committee. Upon notification of such, please contact the Financial Aid Office regarding the next scheduled Appeals Committee meeting.

**FOR OFFICE USE ONLY**

RAP \_\_\_\_\_ CUM GPA \_\_\_\_\_ ATTEMPTED HRS \_\_\_\_\_ SSP  YES  NO

DEFICIENT CREDIT HOURS \_\_\_\_\_ MAJOR \_\_\_\_\_

RECOMMENDATION/ACTION:       APPROVED       DENIED       CONFERENCE

Reason(s) for Denial: \_\_\_\_\_

DATE \_\_\_\_\_

\_\_\_\_\_  
FINANCIAL AID APPEALS COMMITTEE

# SATISFACTORY PROGRESS APPEAL PROCESS

At the end of each semester, financial aid recipients will be evaluated to determine if minimum acceptable program progress has been achieved in meeting the requirements toward their degree or certificate. Minimum acceptable program progress is defined as passing 75 percent of the hours attempted each semester and maintaining the grade point average (GPA) as defined on the Standards of Satisfactory Academic Progress Form (as defined in CSCC catalog).

Exceptions may only be made with approved mitigating circumstances. Reasons that may be acceptable for the appeal are:

1. Serious illness or accident on the part of the student.
2. Death, accident or serious illness in the immediate family.
3. Class cancelled by Cleveland State Community College.
4. Other extenuating circumstances may be acceptable and will be considered by the Financial Aid Appeals Committee.

In the case that financial aid has been terminated, students may re-establish satisfactory progress by taking the following step:

A student who is removed from financial aid one time may be eligible to have his/her financial aid reinstated if he/she enrolls without financial aid in a minimum of six hours one semester and passes the six hours attempted with a minimum 2.0 GPA. It is the student's responsibility to inform the Financial Aid Office when he/she has met this requirement.

A student who is removed from financial aid two times or more will have to meet with the Financial Aid Appeals Committee to discuss plans for re-establishing his/her eligibility. Unless there are extenuating circumstances, a student in this category should expect to have to enroll as a full-time student without financial aid one semester and pass all courses attempted with a minimum 2.0 GPA to be considered for aid again.

Removal from financial aid does not prevent students from enrolling at Cleveland State without financial aid if they are eligible to re-enroll.