

Cleveland State COMMUNITY COLLEGE

SATISFACTORY ACADEMIC PROGRESS (SAP) APPEAL FORM

Financial Aid Office
PO Box 3570
Cleveland, TN 37320
(423) 472-7141, Ext. 284
finaid@clevelandstatecc.edu

Personal Information	Student ID Number: _____
Name _____	
<i>Last</i>	<i>First</i>
	<i>Middle or Maiden</i>
CougarNet Email: _____	

The purpose of the SAP Appeal form is to allow a student to explain the circumstances that interfered with his or her ability to meet SAP standards during the most recent term. If the Office of Financial Aid requires further information or clarification from a student, then it will request additional documentation via the student's CSCC email address. All documentation submitted is confidential to the extent permitted or required by law. All decisions will be updated on the student's CougarNet Account under the Financial Aid tab. Students may only file one SAP appeal per academic year and a lifetime maximum of two at Cleveland State Community College. **A student suspended from financial aid for not maintaining GPA is NOT eligible to appeal. All designated portions of this Appeal Form (including required signatures) must be completed and required documentation attached before submitting to the Financial Aid Office. The Office of Financial Aid sets deadline dates each semester for appeal forms. All documentation MUST be received by the published date set by Financial Aid. Dates/times are located on the Financial Aid website.**

Please refer to the SAP Policy on the Financial Aid website for additional information.

Appeal Guidelines

A student who is no longer eligible for federal financial aid due to a Financial Aid Suspension may appeal this status if unusual circumstances interfered with his or her ability to meet SAP standards. Some examples of unusual circumstances follow, along with examples of appropriate documentation required to support an appeal:

Circumstance	Documentation Required
The student's own mental or physical illness or injury or disability	See Page 2
Death of a family member or significant person in the student's life	Provide a copy of an obituary or death certificate
Illness, accident, or injury of a significant person in the student's life	Provide documentation (e.g., a physician's statement, police report or documentation from a third party professional, such as a hospital billing statement) related to the individual for whom the student provided care or support.
The student's own divorce or separation or the divorce or separation of the student's parent(s)	Provide an attorney's letter on law firm's letterhead, petition for dissolution, or letterhead, petition for dissolution, or copy of divorce decree.
Personal problems other than the student's own mental or physical illness or injury or disability, issues with the student's spouse, family, or roommate	Provide a written statement from an attorney, professional advisor or other individual describing circumstances
Natural disasters	Provide a written statement and/or supporting document(s)
Exceeding timeframe (90 hours) while seeking a second Associate's Degree or as a result of changing majors	Provide an Academic Plan signed by your Academic Advisor and a copy of your transcript.

My appeal is based upon my own mental or physical illness or injury or disability.

If you checked this box, you must:

- I. Obtain and attach medical documentation from a licensed health care provider, or a letter on that health care provider's letterhead, which contains the following information:
 - A. The approximate date of onset of the mental or physical illness or injury or disability giving rise to the circumstances surrounding the appeal, and the dates through which such condition continued;
 - B. The general nature of the mental or physical illness or injury or disability that prevents or prevented you from meeting the SAP standards;
 - C. The last date on which you were or anticipate being able to resume your eligibility for financial aid.
- II. Without describing the condition itself, you should **write and attach a personal statement** that includes:
 - A. How the condition negatively impacted your ability to maintain necessary course enrollments or GPA. If this condition covered more than one semester, address how the condition prevented you from meeting the standards for each semester.
 - B. How you attempted to maintain your financial aid eligibility during the most recent semester, considering these circumstances.
 - C. How the circumstance(s) that prevented you from meeting the SAP standards have now been resolved.
 - D. Your enrollment plan for the next semester in detail.
- III. Speak to a counselor at CSCC's ACCESS Center and complete a Student Success Plan. Counselor must sign below.
- IV. Complete the Academic Plan and have it signed by your advisor (page 3).
- V. Submit all documentation to the Office of Financial Aid by the scheduled deadline date. See the Financial Aid website for Appeal Deadline dates.

The student named on this appeal form has met with an ACCESS Center counselor and a Student Success Plan has been developed.

ACCESS Center Counselor: _____
Student's Signature

Date

- My appeal is based upon circumstances other than my own physical or mental illness or injury or disability.**

If you checked this box, you must:

- I. **Write and attach a personal statement** which addresses the following:
 - A. The reason(s) that you failed to meet the SAP standards. If these circumstances covered more than one semester, address the relevant circumstances for each semester that you did not meet the standard(s).
 - B. How you attempted to maintain your financial aid eligibility during the most recent semester, considering these circumstances.
 - C. How the circumstance(s) that prevented you from meeting the SAP standards have now been resolved.
- II. You also must attach additional supporting documentation, such as third party statements, police reports, an obituary or death certificate, court documentation, or a letter from an attorney or other professional, detailing the reasons for your inability to meet the SAP standards.
 - A. If you are unable to provide supporting documentation, then you must state the reason you are unable to do so. All documentation must be legible and in writing.
- III. Complete the Financial Aid Academic Plan and have it signed by your advisor (page 3).
- IV. Submit all documentation to the Office of Financial Aid by the scheduled deadline date. See the Financial Aid website for Appeal Deadline dates.

- My appeal is based upon exceeding the time frame (90 hours) while seeking a second Associate's Degree or as a result of changing majors.** *If the student exceeds maximum time frame, 90 hours, and the appeal is approved, the student will be given up to 120 hours to complete program. If the student does not achieve this, he/she cannot appeal. Student will need to complete and pay out of pocket. If the Financial Aid Academic Plan states a specific number of credit hours, and the hours are under 120, the student must follow the plan.*
- If a student has a Bachelor's degree, aid MAY be awarded for core curriculum only. This will be a decision of the Committee. However, if a student has a Bachelor's degree and has over 140 attempted hours, he/she will not be granted financial aid. This decision cannot be appealed.*

If you checked this box, you must:

- I. Complete the Financial Aid Academic Plan and have it signed by your advisor (page 3).
- II. Attach a copy of your transcript.
- III. Write a personal statement explaining the reason for returning to school and/or completing a second degree.
- IV. Submit all documentation to the Office of Financial Aid by the scheduled deadline date. See the Financial Aid website for Appeal Deadline dates.

