

Waubonsee Community College
Satisfactory Academic Progress (SAP)
Appeal Form

Name _____ SS# _____ - _____ - _____
(Print Full Name)

I have become ineligible for financial aid because I:

_____ Did not meet SAP requirements while on probation.

_____ Attempted 96 credit hours or more.

I intend to enroll for the _____ semester to pursue the
degree/certificate of _____.

Appeal Procedures:

Financial aid students are reviewed after each semester to determine financial aid eligibility. Any student that fails to meet the minimum academic requirements as stated in the Academic Policy will be placed on financial aid probation for the following semester. A student on probation must meet the minimum requirements for *all attempted credit hours each semester* while on probation to continue eligibility for financial aid funds. A student will remain on probation until one of the following happens:

- student becomes eligible when cumulative GPA and completion rate meets the minimum requirements, or
- student becomes ineligible for financial aid.

If extenuating circumstances that contributed to the ineligible status can be documented, a student may appeal in writing to the Financial Aid office within 30 days of receiving notification of becoming ineligible for financial aid. Appeals are limited to circumstances beyond the students control such as death in the family, medical reasons, or other mitigating circumstances that can be confirmed by a third party. Appeals received after this deadline will not be considered.

All appeals will be reviewed on an individual basis. Students will be notified of the Appeal Committee's decision within 30 days. Students can appeal the committee's decision in writing to the dean for Admission, Recruitment, and Financial Aid within 10 days of receiving notification.

***Please note that not being able to afford tuition charges without financial assistance is not a basis for appeal and will not be considered by the Appeal Committee.*

Items needed for a written SAP Appeal:

- **Completed and signed SAP Appeal Form,**
- **Verification of an Academic Plan or Transcript Review for your intended major (make appointment with the Counseling and Advising Center),**
- **Attach all documentation from third parties that support the reason for the appeal.**

