

## Satisfactory Academic Progress Appeal Form

Federal regulations require students to demonstrate Satisfactory Academic Progress (SAP) towards their goal of attaining a degree or certificate to receive financial assistance.

SAP is comprised of three components: a student must 1) complete their degree or certificate within a specified time period, 2) demonstrate they are making progress towards the completion of their degree or certificate by earning a minimum number of credit hours each semester, and 3) achieve a cumulative financial aid GPA that is consistent with meeting graduation requirements. Students who do not meet the SAP standards will not be eligible to receive financial aid. Students who are no longer eligible to receive financial aid due to one or more of the standards, **and believe that documented extraordinary circumstances** prevented them from meeting the satisfactory academic progress standards may submit an appeal to the Financial Aid Office.

**Extraordinary circumstances are considered to be significant life experiences that impacted you so much that you were unable to meet the SAP standards and must refer to the same semester(s) you were experiencing academic difficulty.**

The list below are some examples of extraordinary circumstances, but it is not all inclusive.

### Examples of Extraordinary Circumstances and Recommended Documentation

*\*documentation for COVID-19 related circumstances occurring since March 2020 is not required at this time, but documentation of other extraordinary circumstances in all other semesters is necessary*

Medical illness and/or injury	Doctor's note and/or hospital records
Death of an immediate family member	Obituary notice and/or death certificate and an explanation of the relationship to the student
Divorce or separation	Divorce decree, letter from attorney, signed statement from a counselor or therapist
Military service	Copy of military orders, DD-214
Legal issues or police matters	Copy of court documents or police reports

### **You may not base your appeal on the following:**

- Your need for financial aid
- Lack of knowledge of SAP standards
- You were not focused or committed to your education
- You did not know what classes to register for
- You did not like the instructor
- You did not know what major to choose
- You stopped attending classes

# Financial Aid Appeal Form/Checklist

Student name: \_\_\_\_\_ HCC ID: \_\_\_\_\_

**Students will be notified of the appeal decision by email. Please be sure you have access to your HCC email account to ensure you receive notice. You can contact the ITD Helpdesk for assistance at 552-2075. The deadline for a student to file a completed SAP appeal for financial aid in a term is two weeks prior to the scheduled end of the semester they are attending.**

**Please read each item:**

- \_\_\_\_\_ I understand that I am currently ineligible to receive financial aid and am responsible for all charges on my bill.
- \_\_\_\_\_ I understand that submission of an appeal is only a request and does not guarantee that financial aid eligibility will be reinstated.
- \_\_\_\_\_ I understand that this appeal will be reviewed by college officials and the decision is FINAL and not subject to further review.
- \_\_\_\_\_ I understand that if this appeal is approved, it will be granted on a semester-by-semester basis and I MUST meet the conditions and adhere to any restrictions outlined in the approval.
- \_\_\_\_\_ I understand that if my maximum time frame appeal is approved, that I am expected to enroll in only the courses listed on my Degree Works academic plan.
- \_\_\_\_\_ I understand that I must comply with the SAP policy and all other eligibility requirements set forth by the Financial Aid Office at Holyoke Community College.

## Type Your Appeal Statement and Attach to this Form

Submit a detailed, type-written statement addressing the following questions and provide documentation:

***\*documentation of COVID-19 related circumstances occurring since March 2020 is not required at this time, but documentation of other extraordinary circumstances in all semesters is necessary***

1. Please explain what you believe to be extraordinary circumstances that prevented you from completing all courses and/or caused low grades. **Please address all semesters of academic difficulty, including course withdrawals, which had an effect on your academic progress while you attended Holyoke Community College.**
2. Explain how you plan to address your circumstances in order to have a successful semester .
3. If your appeal is due to the 150% maximum time frame standard, please address why you have not been able to complete degree or certificate requirements. If the maximum timeframe is due to a second degree or a change in degree objective, please explain why you are seeking a second or new degree.

- ***Maximum Time Frame Appeals Only: Please complete an academic plan with an advisor in Degree Works prior to submitting the appeal.***

\_\_\_\_\_  
Academic Advisor's Signature

\_\_\_\_\_  
Date

***\*an email to [financialaid@hcc.edu](mailto:financialaid@hcc.edu) from the advisor upon completion of the plan is acceptable during campus closure***

*I certify that I have read the information on this Satisfactory Academic Progress Appeal form and that my typed statement and any supporting documentation is accurate, true, and complete to the best of my knowledge.*

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date