

**Satisfactory Academic Progress (SAP) Appeal**

*Federal law requires students to meet standards for "measurable satisfactory academic progress" (SAP) if receiving Federal Title IV student financial aid. Title IV Aid includes Federal Pell Grant, Federal Supplemental Educational Opportunity Grant (FSEOG), Federal Stafford Student Loans (Subsidized and Unsubsidized), Federal PLUS, and Federal Work Study.* ***Refer to those standards (back of this for) when developing your appeal statement.***

**Appeal Procedure -Student Personal Statement Must Accompany this Form**

1. **Complete and return the appeal form to the Financial Aid Office (**[**finaid@emcc.edu**](mailto:finaid@emcc.edu)**) with attachments:**
2. **Student Personal statement explaining:**
   * **The circumstances which caused you to fail to meet the financial aid standards** and
3. **The steps you will be taking to assure academic success this upcoming semester at EMCC, and** 
   * **Student Success plan created with your academic advisor**
     + **(contact** [**advising@emcc.edu**](mailto:advising@emcc.edu) **for assistance in creating this plan)**

**PRINT Legibly**

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| **First Name** | | |  | **MI** | |  | **Last Name** | | | | |  | | **EMCC Student ID** | |
|  | | | |  |  | | | | |  |  | |  | |  |
| **Mailing Address** | | | |  | **City/Town** | | | | |  | **State** | |  | | **ZIP** |
|  |  |  | | | | | |  |  | | | | | | |
| **Daytime Phone** |  | **Cell Phone** | | | | | |  | **E-mail** | | | | | | |

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| **Have you previously filed a SAP appeal while attending EMCC?** | **Yes** |  | **No** |

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| --- | --- |
| **Program of Study** |  |

|  |  |
| --- | --- |
| **Semester/ academic year you are requesting reinstatement of your financial aid** |  |

***To the best of my knowledge, the information I have provided is accurate and correct.***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Student Signature** |  |  | **Date** |  |

Note: Incomplete Appeal forms will not be reviewed.

**Committee Action: Date:**

*Federal law requires students to meet standards for "measurable satisfactory academic progress" (SAP) if receiving Federal Title IV student financial aid. Title IV Aid includes Federal Pell Grant, Federal Supplemental Educational Opportunity Grant (FSEOG), Federal Stafford Student Loans (Subsidized and Unsubsidized), Federal PLUS, and Federal Work Study.* ***Refer to those standards when developing your appeal’s personal statement.***

To remain in good standing for SAP, EMCC students must meet the following three standards:

**STANDARD #1: Grade Point Average (Qualitative Measure of Progress)**

* Students must attempt 6 or more credits and achieve a 2.0 cumulative grade point average to meet this Measure.
* Repeated and remedial coursework is counted in this calculation.
  + **Example:** First-time student attempts 12 credits and has cumulative GPA of 2.00, is considered to have met this Measure.

**STANDARD #2: Pace of Progress (Quantitative Measure of Progress)**

* Students receiving financial aid are required to complete a minimum of 67% of their cumulative/attempted credits. Students are not evaluated for Pace of Program until they have attempted six (6) or more credits.
* For the purposes of this measure, “attempted credits” include: Credits attained as a result of *Assessment of Prior Learning Options* (in on-line College Catalog), consortium credits, transfer-in credits, remedial credits, repeated credits, credits with letter grade of A, A-, B+, B, B-, C+, C, C-, D+, D, D-, P, F, AF, W, I.

**STANDARD #3: Maximum Time Frame**

* Students must complete their degree/certificate program within 150% of the published length of their specific program as measured in credit hours.
* **Example**: AA Liberal Studies is a 62-credit degree therefore, 62 credits x 150% = 93 credit hours at which point the student must have completed the AA Liberal Studies program.

**It is the student’s responsibility to comply with SAP standards and to monitor their progress.**

As a courtesy, the Financial Aid Office will notify students not in SAP compliance. Students may appeal for reinstatement of their financial aid within **ten working days** of their notification. The Financial Aid Office requires time to thoroughly review appeals; and will contact the student once a decision has been made.

If the student’s failure to comply with one or more Measures above is due to “mitigating circumstances,” the student may complete and submit a SAP Appeal.

*The student’s SAP Personal Statement must include circumstances which prevented them from meeting the financial aid standards; and it must include details as to what has changed – allowing them to meet SAP standards in the upcoming semester.*

 Extenuating circumstances considered for appeals include:

* documented student personal illness or accident,
* serious illness or death of an immediate family member, or
* other circumstances beyond the reasonable control of the student.