

Financial Aid Satisfactory Academic Progress Appeal

Student Name: _____ Student ID # _____

The Higher Education Act requires that schools establish a standard Satisfactory Academic Progress or SAP standard that students must achieve if they wish to receive Financial Aid. This applies to the entire time you are a student at CMC, even if you didn't receive Financial Aid in the past.

To meet the SAP standards, you must do the following:

- Maintain a cumulative GPA of 2.0 or above.
- Complete at least 67% of your classes that you attempt.
- Complete your program within 150% of the required number of credits.
 - For example, if your program requires 60 credits to graduate, you are allowed to attempt up to 90 credits.

You are completing this appeal as you failed to meet one or more of the above standards and have been placed on either Financial Aid Termination or Exceeds Maximum Time Frame.

Please complete the following to submit this Appeal:

1. Student section
 - a. Complete your Identifying Information, and Explanation of Circumstances for each semester you failed SAP.
 - i. To see which semester you failed SAP go to Basecamp>Financial Aid>Satisfactory Academic Progress and review your SAP History
2. Supporting Documentation
 - a. Provide any supporting documentation that helps explain why you failed to meet SAP. Documentation is suggested if it would support your reason. This can include but is not limited to doctor's notes, birth or death certificates, employment and/or unemployment documentation.
3. Degree Evaluation
 - a. Log into Basecamp and navigate to Student Planning>My Progress>On the top right print in PDF your Progress for each Degree program you are currently enrolled in.
4. Academic Section
 - a. Meet with your Academic Advisor or Counselor. Work with them to decide on a plan for how you can meet your SAP requirements in the future.

After you submit:

The SAP Committee will review your appeal and send you a determination to your CMC email within 10 business days. The decision made by the committee is final and cannot be appealed.

- If you are approved, we will reinstate your Financial Aid for 1 semester. Any future Financial Aid would be determined based on future academic activity.
- If you are denied the decision is final. You will be denied your Financial Aid for that semester and will need to pay any charges out of pocket.

Student Information

Student Name:

Student ID #:

Semester(s) you failed SAP:

Explanation of Circumstance

Why were you unable to meet the SAP standards in the semester(s) you indicate above? Please explain the specific reasons that prevented you from meeting SAP.

What has changed in your situation that will help you to meet SAP in the future? What plans have you made with your Academic Advisor/Counselor to ensure your success?

Supporting Documentation

Attach any supporting documentation, this can include but is not limited to doctor's notes, birth or death certificates, employment and/or unemployment documentation.

Degree Evaluation

Attach your Degree Evaluation for each degree you are currently enrolled in.

If my SAP appeal is approved:

- I agree to earn a minimum 2.0 GPA each semester and maintain a minimum cumulative GPA of 2.0. ____
- I agree to not withdraw or be withdrawn from any courses. ____
- I understand that any change to my approved Academic Plan must be discussed with my Counselor or Academic Advisor and Financial Aid Specialist. ____
- I understand any reinstated financial aid will not be retroactive to any term when these standards were not met. ____
- I understand I am currently ineligible for financial aid, and it is my responsibility to set up a payment plan. ____
- **I understand submission of an appeal does not guarantee approval.** ____

Student's Signature: _____ Date: _____

Academic Advisor/Counselor Information	
Academic Advisor/Counselor Name: _____	
Academic Section	
Program the student is Active in:	Credits left to complete
Is the student in Good Academic Standing? Yes No	
From your point of view as the counselor or academic advisor, what factors will influence the student to be able to achieve academically in the next enrolled semester? What plans, if any, are in place for faculty and staff (including yourself) to support this student's success?	
Do you support the student's appeal to have Financial Aid Reinstated? Yes No	

Academic Advisor/Counselor Signature: _____ Date: _____