

Appeal for Reinstatement of Financial Aid Eligibility

Satisfactory Academic Progress (SAP) Appeal and Academic Success Plan

Student Name: _____ **AACC Student ID#:** _____

Financial aid (including grants, loans, scholarships and work-study) is suspended when a student does not meet all of the Satisfactory Academic Progress (SAP) requirements. You must meet all of the following SAP standards:

- Maintain a cumulative grade point average of 2.0 or better, and
- Complete at least 67% of all attempted credits, and
- Complete your program of study before you have attempted more than 150% of the program requirements (ex: 90 credits for a 60 credit program).

Developmental courses are not calculated in the cumulative GPA but must be reviewed for SAP. Additionally, financial aid can be re-suspended if you completely withdraw from all attempted courses or violate the conditions of financial aid probation.

You have been suspended from receiving financial aid. You can appeal for reinstatement by completing this form and submitting it along with requested documentation to the Financial Aid Office for review.

Part 1: Transcripts and Incomplete Grades

AACC must receive all official transcripts from all colleges/trade schools that you previously attended before your SAP Appeal can be reviewed.

1. List the names of the colleges/trade schools you attended. Indicate if the official transcript has been submitted to the AACC Records and Registration Office.

Name of College or Trade School	AACC received transcript?
	<input type="checkbox"/> YES <input type="checkbox"/> NO
	<input type="checkbox"/> YES <input type="checkbox"/> NO
	<input type="checkbox"/> YES <input type="checkbox"/> NO
	<input type="checkbox"/> YES <input type="checkbox"/> NO

2. List any degrees or certificates you received from your prior college or trade school.
3. Do you currently have any INCOMPLETE "I" grades in your most recent term? YES NO

STOP: Please do not submit this appeal until all of your official transcripts are received and/or your incomplete grades are updated. Incomplete appeals will not be reviewed or could be denied.

Part 2: SAP APPEAL

4. Check all reasons for the Financial Aid suspension:

- Cumulative GPA below 2.0
- Financial Aid Probation Violation
- Completion rate below 67%
- Completely withdrew from all attempted credits
- Attempted more than 150% of my program requirements
- Did not meet SAP standards at my previously attended institutions

5. What circumstances occurred in your previously enrolled term(s) that prevented you from meeting SAP requirements or caused you to totally withdraw from your courses? *(Provide documentation)* **OR**
If you have exceeded the maximum timeframe, why have you attempted so many credits and what happened this term? *(Provide documentation)*

6. Are you attaching documentation to support the circumstances that prevented you from meet SAP requirements?

- YES NO

If yes, please provide dated documentation that verifies your circumstances. If your appeal is based on medical circumstances, submit a physician's note. In accordance with HIPAA privacy rules, never include medical records or copies of prescriptions. Please darken out your Social Security Number if it listed on your documents.

7. What steps have you taken to ensure success in your next enrolled term and what is your plan for completing your program of study?

Part 3: ACADEMIC SUCCESS PLAN

Self-Assessment:

8. Did you ever have a conversation with your instructor, in person or by email, about your grade(s) or attendance? YES NO

If YES, what was the result of those conversations?

9. Did you seek tutoring or other assistance at any point in the term? YES NO

If YES, how often did you get help and what were the results?

Advisor Appointment:

Refer to "Who is my Advisor?" on the AACC Academic Advising web page at: <https://www.aacc.edu/resources/academic-services/academic-advising/> or schedule your appointment at: <http://bit.ly/AACCVirtualAdvising>

With your advisor:

- Discuss all your current program(s) of study and any recent changes to your program(s) of study.
- Discuss the circumstances that resulted in the SAP violation.
- Discuss suggested courses and ways to improve your academic performance in the future.
- Review the Program Progress Evaluation for all current Program(s) of Study to discuss degree requirements and your plan courses.

IF you are no longer pursuing a program cancel it with the AACC Records Office prior to submitting your SAP Appeal. To view your active program(s) of study go to MyAACC > Self-Service Menu > Credit Students > Academic Profile > Evaluate Program Progress

10. List all your Current Program(s) of Study: _____

- My current program of study matches my academic goals and is correctly listed on my AACC student record. If it does not match, I will change it with the AACC Records Office or through MyAACC prior to submitting my SAP Appeal to the Financial Aid Office.

11. Anticipated Graduation Date: _____

12. Number of Credits left to complete your Program of Study: _____

13. Suggested credit load of _____ credits

14. I understand that financial aid only pays for courses required for my program of study. List suggested courses for upcoming term:

15. I am aware of the following college resources and programs that are available to help students succeed. I can find resources about ways to improve my academic success on the:

AACC website at <https://www.aacc.edu/resources>

The Nest at <https://nest.aacc.edu/organization/studentsuccess>

ACADEMIC ADVISING	410-777-2307	advising@aacc.edu
TUTORING	410-777-2307	tutoring@aacc.edu
DISABILITY SUPPORT SERVICES	410-777-1411	dss@aacc.edu
HELPLINK	410-777-2511	helplink@aacc.edu
HEALTH AND WELLNESS CENTER	410-777-2480	hwcurses@aacc.edu
TECHNOLOGY RESOURCES	410-777-4357	helpdesk@aacc.edu
CAREER SERVICES	410-777-2284	explorecareers@aacc.edu
COUNSELING SERVICES	410-777-7111	counseling@aacc.edu
STUDENT ACHIEVEMENT AND SUCCESS (SASP) PROGRAM	410-777-2530	sasp@aacc.edu

16. I met with my Academic Advisor _____ on _____.
(Advisor's Name) (Date)

- **YOU ARE REQUIRED TO MEET WITH AN ADVISOR TO DISCUSS THIS APPEAL PRIOR TO SUBMITTING IT TO THE FINANCIAL AID OFFICE. Advising notes will confirm meeting attendance, which must be after the date of suspension.** Submit this completed form with all supporting documents to the Financial Aid Office. Please keep a copy for your personal records.

17. I understand the following:

- If my appeal is denied or incomplete, I am responsible for all of the charges incurred on my AACC student account.
- If my appeal is approved, I must comply with all of the conditions of my probation. This includes only taking courses required for my current program of study, passing ALL attempted credits with a "C" or better, and maintaining at least a 2.0 GPA each term. This may include reducing the number of credits in which I am enrolled.
- I acknowledge that financial aid will only pay for courses that are required to complete my official program of study at AACC.
- If I choose to enroll while my financial aid eligibility is suspended, I am required to make the minimum down payment to secure my courses.
- I further acknowledge that I understand the minimum requirements to maintain my financial aid eligibility and will abide by all of the financial aid terms of probation if my appeal is approved.

I certify that all of the information provided to the committee for review of my appeal is accurate and true.

Signature: _____ Date: _____