



2017-2018 Satisfactory Academic Progress (SAP) Appeal

SAP Appeal form for G.P.A., Maximum Timeframe or Second Degree

Student Information *(please print clearly)*

Student Last Name			First Name	MI	Student ID #					
Address					Phone Number					
City				State		Zip Code				

Instructions

Hocking College recognizes that a student may experience extenuating circumstances that may have prevented the student from achieving required Satisfactory Academic Progress (SAP) standards. This appeal allows the student to explain those circumstances and provided required documentation to support the appeal. The submission of an appeal is not a guarantee of approval. Therefore, if you plan to enroll/register for a term which you are not eligible for financial aid, you are responsible for securing alternative methods to pay for your courses.

Please indicate which SAP standard you are appealing and provide all required documentation.

- Your Grade Point Average is Below Required Standard
- You Have Reached Maximum Timeframe
- You Want to Pursue a Second Degree

REQUIRED DOCUMENTATION

- SAP Appeal Form
- Written or typed statement from the student explaining the extenuating circumstances that lead to failure to meet SAP standards with supporting documentation.
- Written or typed statement from the student explaining how the 2nd degree will support your career goals (if applicable)
- Copy of your student loan history which you may accessed at: https://www.nsls.ed.gov/nsls/nsls_SA/
- An academic plan developed by both the student and academic advisor (Page 2 of this form)

APPEAL DEADLINES:

Summer 2017: The deadline to submit SAP appeal for consideration of aid for Summer is **May 11th, 2017.**

Autumn 2017: The deadline to submit SAP appeal for consideration of aid for Autumn is **August 11, 2017.**

Spring 2018*: The deadline to submit SAP appeal for consideration of aid for Spring is **January 3, 2018.**

**NOTE:* The college will be closed the last two weeks in December for Winter Break. During this time, you may fax appeals to the secure Financial Aid location at 740.753.7085. Please ensure that all required items are submitted to enable a thorough review of your appeal.



SAP Academic Plan

Satisfactory Academic Progress - Academic Plan

Instructions

If you are appealing grade point average or maximum timeframe, you must work with your academic advisor to identify which courses you are planning to register for and include the number of credits for each course. You should also include the grade you anticipate earning. If your appeal is approved, we will review your progress at the end of the semester to determine if you followed the academic plan that you and your advisor have outlined. If you follow the plan, you will be considered for continued aid for the following semester. If you are appealing to pursue a second degree, your academic advisor must provide a list of all required courses for the degree with the number of credit hours required to complete the degree.

What is your current grade point average? _____
How many credits are required to complete graduation? _____

GPA Calculation: If you are appealing due to below standard of your G.P.A., you may use the following link to help determine the required grades and credit hours to bring you to SAP standards: necessary to meet Satisfactory Academic Progress standards - www.back2college.com/raisegpa.htm

COURSE/#	NUMBER OF CREDITS	EXPECTED GRADE

Student Acknowledgement:

I understand that if my appeal is approved I am required to successfully complete the Academic Plan outlined above. Failure to successfully complete the credit hours attempted will result in immediate cancellation of aid with no further consideration for additional financial aid which includes student employment. Both the student and academic advisor signatures are required on this form.

Student Signature: _____ Date: _____

Academic Advisor: _____ Date: _____