



SAP Appeal Request

Name: $ \underline{\hspace{2cm}}_{Last} \hspace{2cm} \text{First}$	Stu	ident ID:	
Students may appeal their Satisfactory Acad must make satisfactory academic progress. Seligibility suspended. The appeal must inclusive supporting documentation and may require supporting the satisfactory academic progress. Seligibility suspended and may require supporting documentation and may require supporting the satisfactory academic progress.	emic Progress (SAP) status. To be s Students who do not meet the acade de a typed detailed letter explaining submission of a completed Degree	emic standards may have their figure the circumstance and resolution Audit form.	inancial aid n
NOTE: • The SAP Appeal Committee may request addit • Financial Aid will not pay for courses taken by • Transfer credit hours count in the attempted/co • Students may only receive funding for remedia • The SAP Appeal Committee may approve your • If your appeal is denied, you will be responsibl • The decision of the SAP Appeal Committee in	ional information. audit, credit hours earned by placement mpleted SAP hours as recorded by Admal course work or as an undecided study appeal with certain academic progresse for expenses incurred at the college was a supposed to the college was	nt tests, or non-degree courses. missions and Records. lent for a maximum of 30 attempted a conditions or limit future hours.	-
Address:Street		City State	Zip
Program/Major:	Antic. Graduation Date:	Phone:	
Term you are appealing to receive aid: Fall 2	20 Spring 20 Summer 3	20	
Is this your first SAP appeal YES	NO. If no, when did you las	st appeal	
 Other appeals must include the 	Maximum Tires of supporting documentation: state why they are pursuing a new reason they have not maintained Satist olved to insure standards are met in the sur reason for appealing. Documentation of supporting documentation: state (lawyer, doctor, minister) familiar with the sum of the supporting documentation of the support of the suppor	ew degree. factory Academic Progress (SAP) is future. tation must state the date(s) during tement from doctor, police reports, h your circumstance). ents. by the committee. the best of my knowledge. If I possible to the committee is the second of the committee.	nmittee. in detail, death
Student's Signature:	D	ate:	

APPEAL PROCESS

If a student is placed on financial aid suspension and have unusual circumstances (illness, death in the family, accidents, etc.) that were a factor in not making satisfactory academic progress s/he has the right to appeal. Students who were determined to be at Maximum Time Frame (MTF) may request their coursework be evaluated based on classes needed for current major through the use of a degree audit.

□ A Satisfactory Academic Progress (SAP) Appeal form must be obtained and submitted to the local Kentucky Community and Technical College Financial Aid Office by the student. The Appeal form is also available at the KCTCS Printable Forms web site.

http://www.kctcs.edu/Students/Costs and Financial Aid/Financial Aid Forms.aspx

- Documentation supporting the extenuating circumstances must be submitted with the SAP appeal form and accompanying letter.
- The accompanying letter must include the reason Satisfactory Academic Standards were not met and how the circumstance has been resolved or in case of MTF, why they are pursuing a new major of study.
- SAP appeals will be evaluated by the college Satisfactory Academic Progress (SAP) Appeal Committee.
- A <u>KCTCS Degree Audit</u> form will be **required** for students who have exceeded Maximum Time Frame and students enrolled in "Pending"
 Programs and have exceeded 30 attempted hours. A KCTCS Degree Audit form may be necessary for other appeals as determined by the
 Satisfactory Academic Progress Appeal Committee.

The student is responsible for payment arrangements with the institution pending a decision of the appeals committee.

If approved, students will receive a plan or enter into a contract specifying academic requirements necessary to remain eligible to receive financial aid for the remainder of their matriculation.

Decisions made by the Satisfactory Academic Progress Appeal Committee are final and cannot be appealed.

For Office Use O	ent SAP panel to complete thi		leSoft transcript			
Student SAP Term:						
Max. Time Frame:	1 1	current status				
Min Cum. GPA:	total credit hours					
Will Culli. GFA.	current GPA					
Cum. Earned Units:	current of 11	current status				
Cam. Lamea Cints.	current units earned	current status	cum QPS%			
Committee Resul	ts					
Date Reviewed;						
□ Approve						
Comments:						
□ Defer						
Comments:						
☐ Deny						
Comments:						
NOTES:						
PeopleSoft Updates/						
Maintain Student SA	AP Pack Star	t Sum:				
Award Entry: Email Award Information						
Completed by Date:						

STUDENT AGREEMENT

Objective of SAP Academic Plan-of-Action

Students who have failed to achieve minimum SAP standards are required to submit as part of the appeal process an Academic Plan-of-Action listing the required courses for the stated program of study. The SAP Academic Plan-of-Action must include only coursework that will be taken to achieve the degree or credential. Students must also achieve minimum SAP requirements no later than the end of the Academic Plan's projected end date and/or graduation date to retain Title IV eligibility.

- The student will be required to follow the Academic Plan-of-Action in order to receive federal, state and institutional financial assistance.
- The student must be enrolled only in the course work listed on their Academic Plan-of-Action, meet minimum completion rates, and be making progress <u>each semester</u> toward all SAP Requirements by the end of the Academic Plan-of-Action projected end date.
- The student's progress will be reviewed <u>each semester</u>. Failure to meet the terms of the Academic Plan-of-Action will jeopardize eligibility for federal, state and institutional financial assistance.

SAP Requirements:

Satisfactory Academic Progress is measured with the following standards:

- Qualitative measure- Student's Cumulative Grade Point Average (GPA) must be 2.0 or greater.
- Quantitative measure- Students must successfully complete 67% of all classes they attempt. (67% Rule Earned hours divided by Attempted Hours)
- Maximum Time Frame- Students are allowed to attempt no more than 150% of the classes required to earn a specific degree or credential.
- Pace Progression- Students must meet or prove they will be able to meet both the qualitative and quantitative measures at a pace that insures graduation prior to reaching the Maximum Time Frame threshold also referred to as "on track" to graduate. Students who cannot meet this requirement will not be approved.

Instructions for student: Your Academic Advisor must list the course title, course number and credits of each course for the current (or next) semester you plan to enroll. By federal law, the Student Financial Aid Office will only consider funding for the courses needed to meet the course requirements for graduation or completion of your program of study.

The Academic Plan-of-Action must be signed by you and your Academic Advisor. (If both signatures are not provided, the SAP Appeal Committee will not review your SAP Appeal Request.)							
Last:	First:	MI:	Date:				
Student ID #:	Program of Study: udent ID number MUST be furnished by	pefore this SAP Appeal I	Request can be proces	ssed.)			
Student Acknowledgement: By signing below, I agree to adhere to the terms of this plan of action to retain my eligibility for federal, state and institutional aid, and I acknowledge that I have read and understand that failure to follow and meet the terms as outlined in this contact will result in the forfeiture of future financial aid eligibility for the following programs: Federal Pell Grant, Federal Supplemental Educational Opportunity Grant (SEOG), Kentucky CAP Grant, Federal Ford Direct Student Loans (Subsidized, Unsubsidized, Parent PLUS, Federal Work-Study programs, and other state aid programs. I also understand and acknowledge that once I have lost eligibility for financial aid, I may have my eligibility reinstated by successfully completing sufficient credits to meet the SAP standards without the assistance of financial aid programs and I must notify the Financial Aid Office once the credits have been completed.							

Student Signature: (required)

Date:

have failed to meet SAP standards as defined by the Department of Education. Financial Aid SAP eligibility is not the same as Academic probation. Please work with the student to develop a planned curriculum to ensure that s/he has a realistic academic plan and that the coursework listed is required for the student's declared program. Once this plan is developed and agreed upon, please sign and date the Academic Plan-of-Action. The student cannot receive federal financial assistance for the upcoming academic semester without this document. If you have questions concerning the SAP policy, please refer to the policy at: http://www.kctcs.edu/en/Students/~/media/System_Office/Financial_Aid/11- 12/SATISFACTORY%20ACADEMIC%20PROGRESS.ashx First: ______ MI: _____ Student ID #: _____ Degree or approved Program Plan of Study: Expected Graduation Date: _____ Current Cum. GPA: _____ Current Cum. Hours Completed: _____ Department Course Number Credit Hours Academic Plan of Action Projected End Date_____ Advisor's Signature (required) ______ Date _____ PRINT Advisor's Name: Do not write below this line OFFICIAL USE ONLY BELOW SECTIONS ARE FOR COMMITTEE USE ONLY OFFICIAL USE ONLY Satisfactory Academic Progress Appeal Committee - Please review this information and submit your recommendation to the Financial Aid Office. Approved or SAP Appeal Committee Chair Signature: Denied Comment/Recommendation: Date:

Instructions for Academic Advisor: New federal regulations require the institution to establish an Academic Plan-of-Action for students who