

# Satisfactory Academic Progress Appeal Form

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|--|------------|-------------|
| Last Name  | First Name | ctc Link #: |
| I am submitting this appeal for: (Check one)<br><input type="checkbox"/> Fall <input type="checkbox"/> Winter <input type="checkbox"/> Spring <input type="checkbox"/> Summer    Year: _____ Last year & quarter I attended SCC was: _____   |            |             |
| My appeal is based on: (Check all that apply)<br><input type="checkbox"/> Unusual Circumstances <input type="checkbox"/> Improved completion rate to at least 67% <input type="checkbox"/> Raised cumulative GPA to at least 2.0<br><input type="checkbox"/> Attended one or more quarters on own and met SAP requirements <input type="checkbox"/> Unusual enrollment history |            |             |

Use this form to appeal the cancellation of your financial aid or to appeal your aid ineligible status due to falling below the required Satisfactory Academic Progress (SAP) standards. [The financial aid website](#) provides details about the SAP standards, as well as information about the types of circumstances we consider when reviewing appeals.

## Directions

1. Use the space below to write a statement detailing the circumstances that prevented you from making satisfactory academic progress. Your statement must include:
  - a. A detailed description of what happened, **and**
  - b. Information about how you have addressed or resolved the situation so that you are able to meet the standards during your next quarter of enrollment
2. Attach required documentation to support your claim of unusual or extenuating circumstances (beyond your control). Documentation includes, but not limited to, a letter from a doctor, therapist, medical records, police reports, obituaries, or other supporting documents. Appeals are not considered without supporting documentation.
3. Submit this form, your letter and documentation by the deadline listed on the notification sent to you.

## Steps We Take:

1. If you submit your appeal and documentation by the deadline, we hold you in your classes until your appeal is reviewed. Plan on going to class and purchasing your own books to avoid falling behind at the beginning of the quarter.
  - a. If your appeal is approved, we pay your tuition and disburse the balance of your aid (if any) to you
  - b. If your appeal is denied, you have the option to pay your tuition within five business days, or you may ask to be withdrawn from your classes without penalty
2. If your appeal is approved you are placed on Probation during your next quarter of enrollment.
  - a. We may ask you to submit an Academic Plan (AP) if we determine that you cannot meet the minimum standards by the end of your probationary quarter
  - b. We may also ask you to submit official transcripts from other colleges you previously attended (We reserve the right to take into consideration your academic progress at the schools you previously attended)

**Statement of Explanation:** Use the space below (attach additional pages if needed) or attach your signed statement explaining the circumstances that prevented you from making SAP and how you have addressed or resolved the situation. If you are on ineligible status, explain the steps you have taken so that you are now meeting the minimum SAP standards.



ctcLink ID #: \_\_\_\_\_

|  |       |
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| Student Signature: <i>(Ink Signature ONLY)</i> | Date: |
|--|-------|

**Financial Aid Services | 16101 Greenwood Avenue North, Shoreline WA 98133 | Email: [financialaid@shoreline.edu](mailto:financialaid@shoreline.edu) | Fax: (206) 533-6609**

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