

Satisfactory Academic Progress (SAP) Appeal Form

Last Name	First Name	ctcLink #:
I am submitting this appeal for: (Check one) <input type="checkbox"/> Fall <input type="checkbox"/> Winter <input type="checkbox"/> Spring <input type="checkbox"/> Summer Year: _____ Last year & quarter I attended SCC was: _____		
Is your current cumulative GPA a 2.0 or higher and your overall completion rate at least 67%? <input type="checkbox"/> Yes <input type="checkbox"/> No Cumulative GPA: _____ Completion rate: _____ % <i>*To calculate your completion rate, divide the total amount of credits you have completed by the total amount of credits you have attempted. Example: 35 completed credits / 50 attempted credits = 70% completion rate</i>		
My appeal is based on: (Check all that apply) <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 <input type="checkbox"/> Attended one or more quarters on own AND are currently meeting overall SAP standards <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.

A. Directions

1. Personal Statement:

Detailing the circumstances that prevented you from making satisfactory academic progress. Attach additional page if needed.

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. Supporting Documentation:

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. **Please note appeals are not considered without supporting documentation.*

3. Submit **all required items** by the deadline listed on the notification sent to you. **Please note that incomplete appeals may be denied for lack of required information.*

B. What Will Happen Next

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.

We may ask you to submit additional information during the SAP review process. Any updates to your financial aid status will be communicated to your preferred email in ctcLink, please make sure to check for updates and respond promptly to avoid delays.

- If your appeal is **Approved**, please respond if requested. We will then pay your tuition and disburse the balance of your aid (if any) to you.
- 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.

C. Personal Statement (refer to section A. for directions)

Please provide a very detailed personal statement describing the circumstances that prevented you from making satisfactory academic progress (SAP) and the steps you are taking to ensure you will make SAP standards in future quarters.

(Attach additional pages if needed)

I have completed this form and included:

- ☐ Explanation of the situation ☐ A plan to improve my academic success ☐ Supporting documentation

Student Signature: *(Ink Signature ONLY)*

Date:

Financial Aid Office | 16101 Greenwood Avenue North, Shoreline WA 98133 | Email: financialaid@shoreline.edu

Shoreline Community College is committed to nondiscrimination and to providing access and reasonable accommodation in its services, programs, and activities for individuals with disabilities. To request disability accommodation contact Student Accessibility Services, at least ten days in advance at: 206.546.4545, or e-mail at sas@shoreline.edu.