

APPEAL PROCESS

If a student is placed on financial aid suspension and has 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 credential 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.

- 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.
- An Academic Plan of Action form may have to be submitted.
- 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 enrollment or until SAP standards are achieved.

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

For Office Use Only

Use PeopleSoft Maintain Student SAP panel to complete this section Print and attach PeopleSoft transcript

Student SAP Term: _____

Max. Time Frame: _____

total credit hours

current status

Min Cum. GPA: _____

current GPA

current status

Cum. Earned Units: _____

current units earned

current status

cum QPS%

Committee Results

Date Reviewed; _____

Approve

Comments: _____

Defer

Comments: _____

Deny

Comments: _____

NOTES:

PeopleSoft Updates/Entry

Maintain Student SAP _____ Pack Stat Sum: _____

Award Entry: _____ Email Award Information _____

Completed by _____ Date: _____