



Satisfactory Academic Progress 150% Appeal Form

Instructions

You may appeal the suspension of your financial aid eligibility resulting from your failure to meet the College's minimum standards governing Satisfactory Academic Progress by submitting this form, along with supporting documentation of the extenuating circumstances which have affected your academic progress, by the appropriate deadline date. Only valid appeals will be reviewed by the SAP Review Committee. **A valid appeal includes the complete Satisfactory Academic Progress Appeal Form, with the appropriate documentation to support your Appeal Statement. Only appeals with documented extenuating circumstances will be considered. Appeals received after the deadline date will be considered for the next term.** All decisions by the Committee are final and cannot be appealed further. You will need to access your Banner Web account to review the results of the appeal decision. Click on Banner Web, then Financial Aid, and then Display SAP. **An approved appeal decision may impose limitations upon your financial aid eligibility and/or future minimum academic standards.** A copy of the Satisfactory Academic Progress Policy can be found on the Columbus Technical College Office of Financial Aid website.

How is Satisfactory Academic Progress (SAP) measured for Student Aid Eligibility?

- **Cumulative GPA:** Maintain a cumulative GPA of 2.0 and
- **Pace:** Successfully complete 66.66% of courses attempted (institutional and transfer hours); and
- **Maximum attempted hours:** Aid is allowed up to 150% of the published program length hours.

Maximum hours per degree program type:

- o Associates Degree: 150% of 60 credit hours = 90 credit hours
- o Diploma Programs: 150% of 42 credit hours = 63 credit hours
- o Certificate Programs: 150% of 20 credit hours = 30 credit hours

Demographics

Last Name _____ First Name _____

Student ID _____

Phone Number _____

E-mail _____

Circumstances

In the list below, check each circumstance(s) that applies and attached supporting documentation:

Emotional

Death of an immediate family member (parent, grandparent spouse, sibling, child)

Separation/Divorce experience by you or your parent

Sick close relative

Financial

Job Loss
Increase work hours
Eviction
Homeless
Car loss/impaired, or other

Physical

Serious illness, accident, or injury, to student or immediate family member (parent, spouse, sibling, child)
Hospitalization for at least 5 consecutive days
Significant trauma in student’s life that impaired the student’s emotional health

Mental

Learning disability
Psychological disorder as defined by doctor/psychiatrist such as depression, Post-Traumatic-Stress Disorder (PTSD), Attention Deficit Hyperactivity Disorder (ADHD), or other.

Military

Call to duty, or other

****For Maximum Timeframe Only Students: Did you change your major/program of study:**

Yes
No

Statements

Circumstance: Please provide an explanation below of the circumstance that occurred which caused you to fall below the minimum financial aid academic standards.

Resolution: List the thing(s) that have changed in your circumstance that will permit you to focus on your academic performance.

Resolution: List the steps you will take to improve your academic performance.

Certification and Signatures

By signing this form, you certify that all of the information you have reported is complete and correct.

WARNING: If you purposely give false or misleading information on this form, you may be fined, be sentenced to jail or both.

Student Signature

Date