



**SATISFACTORY ACADEMIC PROGRESS (SAP) APPEAL
PLAN OF RESOLUTION PACKET**

Financial Aid Appeal Meeting Deadlines	
Fall 2017	August 17, 2017, at noon
Spring 2018	January 4, 2018, at noon
Summer 2018	May 25, 2018, at noon

Student Name	Student ID (S Number)
Current Email	Current Telephone Number

Students placed on Financial Aid Suspension may seek Pell Grant eligibility by completing the **Financial Aid Satisfactory Academic Progress (SAP) Appeal Plan of Resolution (POR) Packet**. The Financial Aid Appeals Committee will use this completed packet to determine the student’s continued eligibility for Pell Grant during the subsequent semesters. The appeal packet must be completed under the guidance of an Enrollment Services Representative. Please contact the Enrollment Services representative to set up an appointment at nelam@sheltonstate.edu.

REQUIREMENTS AND GUIDELINES

- I. **A student may appeal their financial aid suspension if he or she has mitigating circumstances.** Such as: illness, hospitalization, death in family, or accident limiting the student’s ability to be successful at Shelton State acceptable documentation must be provided (see III).

- II. **Typed Essay**
 - A. Full name and student number required.
 - B. Your essay must address the following questions:
 1. Why did you perform below Satisfactory Academic Progress (SAP) requirements during previous semesters causing you to be suspended?
 2. If you are given a second opportunity to receive financial aid, what measures will you take to ensure that you perform at Satisfactory Academic Progress standards?

- III. **Acceptable Documentation**
 - A. Documentation must be provided to support and verify any mitigating circumstances (medical conditions, accidents, deaths, transportation issues) causing you to fall below SAP requirements.
 - B. Examples of acceptable documentation include birth certificates, death certificates, obituaries, letters from medical providers, and court documentation. If you have questions regarding documentation, please contact the Enrollment Services Office.

- IV. **Information to be completed by student:**
 - A. Have you previously applied for a financial aid appeal at Shelton State? _____ Yes _____ No
Students are only eligible to apply for one appeal to receive financial aid during their time at Shelton.
 - B. Have you previously been placed on Academic Suspension at Shelton State? _____ Yes _____ No

C. Indicate the term/year you are requesting your Pell Grant be reinstated under a plan.

Fall _____ Spring _____ Summer _____

V. Other Important Facts:

- A. Students granted an appeal cannot attend full-time.
- B. Students granted an appeal cannot withdraw or fail a class while under their (POR) agreement.
- C. If students withdraw or fail a class before coming into compliance with the SAP requirements, they will lose their financial aid and will not have another opportunity to complete an appeal.
- D. Students receiving Title IV aid are expected to complete their designated course of study within a period not to exceed 1.5 times the length of their program of study; e.g., a two-year program of study (six semesters) must be completed within three years (nine semesters) of attendance. The following formula is used to determine the time frame allowed by the program of study: ***Total hours required for program completion multiplied by 1.5 = time frame limit.***

VI. Information to be completed with enrollment services representative.

Current financial aid SAP standing.

Attempted Hours: _____ Passed Hours: _____ Completion Rate: _____ GPA Hours: _____ Quality Points: _____ GPA: _____

Hours needed to achieve

FA SAP compliance: Completion rate: _____ GPA: _____

Current Program of Study (POS): _____

Hours in POS: _____ Hours Allowed to Complete POS: _____ (-) Hours Attempted: _____

(+) Hours Attempted Not Required for POS: _____ (+) Developmental Hours 1st Attempt Only _____ (=) Hours Remaining Timeframe _____

Within the required time frame limit: Yes _____ No _____ How many hours will student need to pay for? _____

Within the twelve full-time semesters of lifetime eligibility limit: Yes _____ No _____ %

Recommendations, such as a program of study change, reduced course load, course forgiveness, academic bankruptcy/amnesty, application for graduation evaluation, reduced work hours, and/or a break from school:

PLAN OF RESOLUTION (POR)

Course Schedule Term/Year: _____	Credit Hours	Course Schedule Term/Year: _____	Credit Hours
Course Schedule Term/Year: _____	Credit Hours	Course Schedule Term/Year: _____	Credit Hours
Course Schedule Term/Year: _____	Credit Hours	Course Schedule Term/Year: _____	Credit Hours
Course Schedule Term/Year: _____	Credit Hours	Course Schedule Term/Year: _____	Credit Hours

Expected Graduation Date: _____

The following are requirements of the approved appeal process and Plan of Resolution. Each of these is a condition for continued approval for eligibility for federal financial aid.

- I will meet with an enrollment services representative at midterm on _____. I understand that this meeting is a requirement of my continued eligibility for federal aid. During this meeting a subsequent meeting will be scheduled at midterm of the next semester.
- I understand that I must receive a passing grade in all courses to continue receiving financial aid on this plan. (A passing grade is a C or above in all courses.)
- I understand that if I am currently enrolled in classes that I must be successful for this appeal to be valid.
- I understand that I cannot withdraw from any classes while on an approved appeal.
- I understand that it is my responsibility to meet with an enrollment services representative at midterm of each semester to review my progress/status for the next semester.
- I understand that failure to abide by the guidelines in this appeal will result in financial aid suspension.
- I understand that I cannot apply for another appeal if I fail to meet the requirements in this appeal.

SATISFACTORY ACADEMIC PROGRESS (SAP) REQUIREMENTS

Students seeking a long-term certificate and/or a degree must maintain the following grade point average requirements:

- If the student has attempted 0-21 hours, a 1.5 GPA must be maintained.
- If the student has attempted 22-32 hours, a 1.75 GPA must be maintained.
- If the student has attempted 33 or more hours, a 2.0 GPA must be maintained.

Students seeking a long-term certificate and/or a degree must maintain the following completion rate requirements:

- If the student has attempted 0-21 hours, a 58% completion rate must be maintained.
- If the student has attempted 22-32 hours, a 62% completion rate must be maintained.
- If the student has attempted 33 or more hours, a 67% completion rate must be maintained.

Students seeking a short-term certificate must maintain the following grade point average requirements:

- If the student has attempted 12 or more hours, they must maintain a 1.5 GPA.
- If the student has attempted 24 hours, they must maintain a 2.0 GPA.

Students seeking a short-term certificate must maintain the following completion rate requirements:

- If the student has attempted 12 or more hours, a 58% completion rate must be maintained.
- If the student has attempted 24 hours, a 67% completion rate must be maintained.

Students are only allowed 150% of the programs' length to complete their degree or certificate.

Example: General Studies is 65 credits. The student is allowed 150% or 97.5 attempted credits to complete the program successfully. If the student does not complete your program in the allotted time frame, aid will be suspended.

Student's Signature

Date

Enrollment Services Representative Signature*

Date

***If Financial Aid SAP Appeal and POR is not signed by an Enrollment Services Representative, your appeal will not be considered.**
Note: It is the student's responsibility to communicate with the advisor concerning their financial aid status. You cannot change your program of study without declaring the change with Enrollment Services Office. You must follow the program of study as listed in the catalog or with your STARS Guide. It is the sole responsibility of the student to be sure that ALL documentation is attached to this Financial Aid SAP Appeal form.