



SHELTON STATE

COMMUNITY COLLEGE

SATISFACTORY ACADEMIC PROGRESS (SAP) APPEAL PLAN OF RESOLUTION PACKET

Financial Aid Appeal Meeting Deadlines	
Fall 2019	August 16, 2019 at noon
Spring 2020	January 7, 2020 at 5:30 p.m.
Summer 2020	May 22, 2020 at noon

INSTRUCTIONS:

1. _____ Attach a **typewritten** explanation of mitigating circumstances associated with unsatisfactory academic progress. Indicate how your circumstances have changed so that you can comply with regulations in the future.
2. _____ Attach all supporting documentation of your mitigating circumstances that prevented you from making Satisfactory Academic Progress.
3. _____ Submit the Satisfactory Academic Progress Appeal packet to the Enrollment Services Office.

Students will be notified of the results of the appeal via myShelton student email.



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SATISFACTORY ACADEMIC PROGRESS (SAP) APPEAL PLAN OF RESOLUTION PACKET

_____	_____
Student Name	myShelton Username
_____	_____
Student 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 Office of Financial Aid will use this completed packet to determine the student's continued eligibility for Pell Grant during the subsequent semesters.

Please indicate the reason for loss of financial aid.

- _____ GPA
- _____ Completion rate
- _____ Maximum time frame

Please indicate which situation applies to your academic situation.

- _____ **Medical:** You must provide documentation from a medical professional from whom you have received treatment.
- _____ **Death/Illness of Immediate Family Member:** You must provide appropriate copies of medical records, death certificate, or obituary.
- _____ **Military Service:** You must provide documentation of orders from the commanding officer.
- _____ **Other Circumstance(s):** You must provide documentation, and you must clearly state the circumstance.

Note: Circumstances related to the typical adjustment of college life, such as working while attending college, financial issues related to paying bills, and transportation, are not considered extenuating circumstances for the purpose of filing an appeal.

Have you previously applied for a financial aid appeal at Shelton State? _____ Yes _____ No

Note: Students are eligible to apply for only one appeal to receive financial aid during their time at Shelton State.

Have you previously been placed on academic suspension at Shelton State? _____ Yes _____ No

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

Fall _____ Spring _____ Summer _____

REQUIREMENTS AND GUIDELINES

My signature below indicates that I have read and understand the following:

- I have read and understand the attached **Satisfactory Academic Progress (SAP) requirements**.
- I understand that students granted an appeal cannot attend full time.
- I understand that I **must** receive a passing grade in all courses. (A passing grade is a "C" or above in all courses.)
- I understand that I cannot withdraw from any classes while under the appeal agreement.
- I understand that 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; for example, 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***.
- I understand that by my signature below, decisions are processed on a case-by-case basis and may be denied.
- I understand that the financial aid appeal may be denied if I fail to follow instructions.
- I understand that if my appeal is denied, I will be ineligible to receive financial aid and will be responsible for my student bill until I meet Satisfactory Academic Progress (SAP) requirements.
- 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.

Student Signature

Date

Enrollment Services Representative Signature*

Date

***If Financial Aid SAP Appeal and POR are not signed by an Enrollment Services Representative, your appeal will not be considered.**

Note: It is the student's responsibility to communicate with the representative concerning his or her financial aid status. Students cannot change their program of study without declaring the change with the Enrollment Services Office. Students must follow the program of study as listed in the catalog or with their 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.



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, a 1.5 GPA must be maintained.
- If the student has attempted 24 hours, a 2.0 GPA must be maintained.

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 allowed only 150% of the program's 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 the program in the allotted time frame, financial aid will be suspended.