SAVANNAH TECHNICAL COLLEGE

Satisfactory Academic Progress (SAP) Requirements - All federal and state financial aid recipients must:
1. maintain an **overall grade point average (gpa) of 2.0** (grades of "C") or higher, and
2. **maintain at least a 67% completion rate.** Students must successfully complete at least 67% of attempted credits (passed credits divided by attempted). Courses with grades of D, F, W, WF, WP, or I are not considered successfully completed, and
3. complete program of study within a **150% maximum timeframe**. For example, if the program of study is 36 credit hours; student must complete program with in a maximum of 54 attempted credits (36 X 150% = 54).

Financial Aid Warning - Students who fail to meet the minimum cumulative GPA or fail to complete a cumulative minimum of 67% of attempted credits at the end of a semester will automatically be placed on financial aid warning for the subsequent semester of enrollment. During the warning period, students remain eligible for federal and state aid and must improve their academic standing in order to meet the minimum requirements. An appeal is not required for this status.

Financial Aid Suspension - Failure to meet the minimum 2.0 GPA or 67% course completion requirements by the end of the financial aid warning period will result in the suspension of financial aid eligibility. Students placed on financial aid suspension will not be eligible for federal or state financial aid until the cumulative GPA of 2.0 is met and a minimum of 67% of attempted credits have been successfully completed.

Failure to complete a program of study within 150% maximum timeframe will result in automatic suspension of financial aid eligibility. Students may appeal for an extension of eligibility and must meet with the Dean of the division to obtain an Advisor Checklist outlining the courses remaining to complete and timeline for completion.

Notification - Students are notified by STC student email and in writing when placed on financial aid warning status and when financial aid eligibility is suspended.

Appeals - Students have the right to appeal the suspension and request reinstatement of eligibility. Students who exceed the 150% maximum timeframe may appeal for an extension of eligibility.

Instructions to Appeal Financial Aid Suspension

Include ALL of the following items (Steps 1-3) in your Appeal Packet. **Incomplete packets will not be considered.** Submit the COMPLETE Appeal Packet to the Financial Aid Office.

Step 1. Personal Statement

Attach a typed or neatly hand-written detailed statement explaining the basis of your appeal. Describe: **a)** the circumstance(s) that led to poor grades, multiple withdrawals, or incompletes (i.e. death of a relative, an injury or personal illness, or other special circumstances); and **b)** how you plan to improve your academic standing. The statement must address both the circumstance(s) and a plan for improvement.

- *Students who exceed the 150% Maximum Timeframe – Must Include Advising Checklist*

Be sure to submit the Advising Checklist outlining remaining courses and timeline for completion as part of your appeal packet. If you do not have an Advising Checklist, you must meet with your Dean prior to submitting the Financial Aid Appeal.

Step 2. Supporting Documentation of Circumstances

Attach documentation to support your appeal for the semester(s) in question. An appeal without proper documentation will not be considered. Acceptable documentation includes:

Reason	Acceptable Documentation
Illness	Detailed letter, on letterhead, from physician explaining dates and types of illness, recommended treatment, dates of non-attendance, prognosis, etc.
Death of Family Member	Death certificate, obituary notice
Legal Issue	Divorce decree, separation agreement, police report detailing incident, date and those involved
Job Conflict	Letter from supervisor, on letterhead, stating scheduling problems, etc.
Disability	Letter from Special Populations Coordinator addressing problems that arose during the term in question and the resolution for future terms or medical documentation from other outside sources, letter from a doctor, etc.
Other	Any other documentation that will support your appeal (letter from faculty, or third-party source)

Step 3. Submit Appeal of Financial Aid Suspension Form/Personal Statement/Supporting Documentation

Submit a completed/signed Appeal of Financial Aid Suspension form to the Financial Aid Office. Complete appeal packet must be **submitted by the SAP Appeal deadline (see website or financial aid office for specific dates)**.

Financial Aid SAP Appeal Deadline

Summer 17 May 23, 2017

A COMPLETE Appeal Packet must be submitted at one time. Partial packets will not be considered.

Please print and complete the entire form.

First Name:	Last Name:
Student ID#:	Semester/Year for Appeal:

Student certification of understanding:

(Initial each certification statement and sign below)

_____ I have read and understand the Satisfactory Academic Progress Policy (See Instructions for policy).

_____ I understand that I must meet SAP requirements in order to remain eligible for federal and state financial aid.

_____ I understand that appeals can only be approved for current or future terms (prior to the start of the semester).

_____ I understand that notification of the Financial Aid Appeal Committee's decision will be sent to my STC student email.

_____ I understand that my appeal may be denied if I fail to provide required documentation including my personal statement, and/or supporting documentation as proof of my extenuating circumstances, and, if applicable, advisor checklist.

_____ I understand that if I am registered for classes in the semester for which I submit this appeal, I will be responsible for all tuition and fees. If my appeal is not approved, it is my responsibility to withdraw from all classes prior to the end of the No Harm No Foul period to avoid tuition and fee charges.

_____ I have attached the following items to support my appeal for reinstatement of my financial aid:
1. Personal Statement
   a. *Advising Checklist required only for those exceeding 150% maximum timeframe*
2. Supporting Documentation
3. Appeal of Financial Aid Suspension Form

⇨ _____   _____

Student Signature   Date of Appeal

For Financial Aid Appeals Committee/Office Use Only

Committee Decision		Committee Member Signature	Date
Denied	Approved	Committee Member 1	
Denied	Approved	Committee Member 2	
Denied	Approved	Committee Member 3	