

Washington County Community College
Enrollment and Financial Aid Satisfactory Academic Progress (SAP) Appeal

If you are appealing a dismissal from the fall semester for the following spring semester, you must appeal no later than one week prior to the start of the semester. All other appeals must be received one month prior to the start of the semester. Appeals received after the deadline will be considered for the next semester.

In order to be readmitted into a program of study at Washington County Community College and be eligible for financial aid, you are required to complete the appeal process by completing the **SAP form including supporting documentation** as outlined on the form. The team will review your appeal to determine enrollment and financial aid eligibility. **Appeals will not be considered without appropriate supporting documentation.**

Federal regulations require students to maintain Satisfactory Academic Progress (hereafter known as SAP) in three areas – **Cumulative GPA, Hours Earned, and Maximum Time Limit** – to be eligible for financial aid. It is the student's responsibility to stay informed of the college's SAP Standards and to monitor his/her own progress. As a courtesy, the Financial Aid Office will send notification to permanent addresses for students who we expect may be out of compliance following each semester.

In some cases, a student's failure to be in compliance with one or more areas of SAP is due to events totally beyond the student's control. If such "mitigating circumstances" can be documented for the specific term(s) when the deficiencies occurred, the student may submit this completed SAP Appeal, along with all required documentation. Requests for appeal will be promptly forwarded to the Review Team. The decision of the committee shall be final and will be communicated in writing within five working days of the appeal hearing.

Examples of Mitigating Circumstances

Situations considered "mitigating circumstances" beyond a person's control include:

- Serious illness or injury to student that required extended recovery time or significant improvement.
- Death or serious illness of an immediate family member.
- Significant trauma in student's life that impaired the student's emotional and/or physical health.
- Other documented circumstances.

Please Print:

Name: _____ **Social Security No.** _____

Address: _____

Phone: _____ **Current Email address (if any)** _____

Anticipated Graduation Date: _____

Semester or academic year for which you are requesting reinstatement of your enrollment & financial aid _____

Students who have lost their eligibility for financial aid due to lack of satisfactory academic progress may appeal for reinstatement of their eligibility if circumstances beyond their control prevented them from meeting the established standards.

To appeal, submit all of the items below. Your responses should be provided on separate paper and attached to this form with the supporting documentation. All statements provided should be TYPED.

1. **Provide your own statement describing the reasons and the circumstances that caused you to fail to meet the required standards.** It is important that you demonstrate a clear and thorough understanding of why you experienced academic difficulties so that you will be able to take sufficient steps in the future to improve your academic performance and meet the prescribed standards. Be specific in your explanation since incomplete information may cause a delay in the review of your appeal or a denial of your request.
2. **Provide a second statement outlining the specific steps you intend to take in the next semester to improve your academic performance.** This statement should be thorough and detailed, demonstrating your commitment to achieving the required grade point average and/or percentage of completed credits.
3. **Attach documentation that supports your appeal.** If, for example, the deficiency was caused by medical problems or personal injury, provide supporting evidence from a physician or hospital. Other forms of documentation might include a letter from a counselor or therapist, copy of obituary or death certificate in the case of the death of a family member, etc.
4. If the deficiency was the result of special academic circumstance, **you should attach a statement from your academic advisor, department chair or other academic personnel** which demonstrates that you have sought their assistance in developing a plan of academic support that will assist you in meeting the standards of satisfactory academic progress.
5. If you are appealing for more time to complete your degree, please include an evaluation from your department that clearly shows how many hours you have remaining to complete your degree.
6. If you have additional information that you would like the committee to consider, you may include a statement with that information as well.
7. Sign and attach this form to your written statements and documentation and return it to:

**Washington County Community College
Student Support Services Counselor
One College Drive
Calais, ME 04619**

To the best of my knowledge, all of the information contained in this appeal is complete and correct:

Signature _____ **Date** _____

**Committee
Action:** _____

_____ **Date** _____