

2024-2025 FSCC Satisfactory Academic Progress (SAP) Appeal Form

According to FSCC's transcript records, your previous academic credit indicates you are on Financial Aid Suspension. In order to determine your eligibility for federal funding, you must complete this form in detail. Please type or print clearly in black ink. Incomplete appeals will not be reviewed.

Please return this form to the Financial Aid Office as soon as possible. The SAP Appeal Committee will review each appeal form individually and may request additional information from the student. Filling out the appeal form is no guarantee of approval for financial aid, including federally funded loans. The committee's decision is final and cannot be appealed.

Student's Last Name	Student's First Name	M.I.	Student ID#
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Student's Street Address	City	State	Zip	Student's Phone #
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Requesting aid for (select only one): ☐ Fall 2025 ☐ Spring 2026 ☐ Summer 2026

Indicate what circumstances have contributed to your past unsatisfactory academic progress:

☐ Illness ☐ Death ☐ Other _____

Documentation of above circumstances submitted with appeal:

☐ Doctor's note ☐ Death certificate/obituary ☐ Other _____

Explain your specific circumstances, as marked above, that led to unsatisfactory academic progress. Be as detailed as possible and **ADDRESS EACH SEMESTER** in which you had difficulties (add additional pages if needed) _____

Describe how your situation has changed and how you plan on being successful in the future. Be as detailed as possible:

Degree/Certificate you are seeking: _____

Projected Graduation Date: ☐ Fall ☐ Spring ☐ Summer Year _____

Number of hours still needed to graduate (include current enrollment): _____

I HAVE READ AND CLEARLY UNDERSTAND THE SATISFACTORY ACADEMIC PROGRESS POLICY BELOW AND THAT, IF GRANTED PROBATION, I MUST ABIDE BY THE GUIDELINES SET BY THE SAP APPEALS COMMITTEE. FAILURE TO DO SO WILL RESULT IN SUSPENSION WITHOUT THE OPPORTUNITY TO APPEAL AGAIN.

Student Signature: _____

Date: _____

This form must be submitted to the Financial Aid Office by the following dates:

Fall 2025– November 14, 2025

Spring 2026 – April 10, 2026

Summer 2026 – June 5, 2026 (4-week session) and July 6, 2026 (8-week session)

Failure to meet these deadlines may result in no aid awarded for that semester.

SATISFACTORY ACADEMIC PROGRESS POLICY

Federal regulations require that students must be making “Satisfactory Academic Progress” (SAP), to remain eligible for Federal student financial aid programs. These programs include the Supplemental Educational Opportunity Grant (SEOG), the College Work-Study Program, the Pell Grant, Federal student loans, and all Veterans’ Administration benefit programs.

In accordance with Federal guidelines, FSCC has established a framework for evaluating a student’s efforts to achieve an education goal (such as a certificate or degree) within a given period of time.

- Students must be attending all classes and be in good standing at the time grants and loans are disbursed.
- A student must have a minimum grade point average (GPA) of 1.75 for the first semester at any post-secondary institution and a minimum cumulative GPA of a 2.0 for all other semesters.
- Students must complete enough hours each semester to maintain the level or status for which they are/were paid. For example, if a student is paid on full-time, he/she must complete 12 or more hours. Three-quarter time, 9-11 hours; half-time, 6-8 hours; less than half-time, 1-5 hours.
- Students must complete 70% of their overall attempted coursework. For example, if a student attempted 15 credit hours and completed 12 of those hours, their completion rate would be 80%.
- If at any time it is determined that it is mathematically impossible for a student to reach a 70% completion rate within their elected program of study timeframe, they may be placed on Suspension without the opportunity to appeal.
- Intercession courses will be included in the prior semester’s SAP evaluation.
- An incomplete grade will be considered the same as a withdrawal.
- Students may be allowed to receive aid up to 150% of their elected program’s coursework.

If in the first semester a student does not maintain minimum SAP standards, that student will be placed on WARNING status for the next enrolled semester. They may still receive federally funded aid. To remove a WARNING status, the student must reinstate his/her academic good-standing per the minimum criteria of our SAP Policy as stated below:

- Maintain a minimum cumulative GPA of a 2.0
- Students must complete enough hours to maintain the level or status for which they are paid
- If on WARNING for completion rate, must complete all attempted hours; no withdrawals, incompletes or grades of “F”

PLEASE ALWAYS CONTACT THE FINANCIAL AID OFFICE BEFORE WITHDRAWING FROM ANY COURSE!

If a student does not complete the above criteria after being placed on WARNING status, that student will then be placed on SUSPENSION status and will not receive any federally funded aid. Students denied aid due to SUSPENSION status may take courses at FSCC at their own expense until minimum SAP standards are achieved.

Students may appeal their SUSPENSION status by submitting a written appeal form to the Financial Aid Office. Appeals are reviewed by the SAP Appeal Committee and their decision is final. Students will be notified via their FSCC student email of the Committee’s decision.

If the appeal is denied, the student will remain on SUSPENSION and must pay for any educational costs at their own expense. A student whose financial aid eligibility has been revoked must complete, without financial aid, at least two full-time semesters while maintain our minimum SAP standards.

If the appeal is approved, the student’s financial aid eligibility will be reinstated with a PROBATION status and the student must adhere to an Academic Plan. The committee has the authority to set specific Academic Plans for students. Failure to maintain minimum SAP standards and/or an assigned Academic Plan will result in denial of aid without the opportunity to appeal.