



Office of Student Financial Aid

Satisfactory Academic Progress Appeal Form

Please Print:

Name _____ Student ID Number _____

Address _____

Phone (____) _____ Current Email Address (if any) _____

Anticipated Graduation Date _____

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

A student who has lost his/her eligibility for financial aid due to lack of satisfactory academic progress may appeal for reinstatement of his/her eligibility if circumstances **beyond his/her control** prevented him/her 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 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 an immediate family member, etc.
4. If the deficiency was the result of a special academic circumstance, you should attach a statement from your academic advisor, department chair or other academic personnel that 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 detailing this information.
7. Sign and attach this form to your written statements and documentation and return it to:

Voorhees College
 Academic/Financial Aid Review Committee
 Dr. Lugenia Rochelle, Chair
 P.O. Box 678
 Denmark, SC 29042

I understand that the Academic/ Financial Aid Review Committee will not accept an appeal for Satisfactory Academic Progress (SAP) that is incomplete or lacks documentation. I am; therefore; submitting my completed SAP appeal. I understand that the Academic/Financial Aid Review Committee will review completed appeals only.

Student Signature

Date

Academic/Financial Aid Review Committee Use Only	
Action Taken:	Approved
_____ Notification of decision sent	_____ Notification of decision sent
_____	_____
Academic/Financial Aid Review Chair – Signature	Date

SATISFACTORY ACADEMIC PROGRESS (SAP) POLICY FOR FINANCIAL AID ELIGIBILITY

The United States Department of Education Federal Financial Aid regulations require that institutions establish, publish and apply reasonable standards for measuring students' satisfactory academic progress in their educational programs. Students who receive Federal Title IV funds, as well as those who do not receive Federal Title IV funds must equally meet these standards and measurements. While in residence at Voorhees College, each student is expected to demonstrate consistent progress towards meeting degree requirements. Qualitative and quantitative measurements are used to monitor academic progress at the College. This progress is measured at the end of the academic school year to determine eligibility for the upcoming school year of SAP for financial aid eligibility. Failure to meet the College's SAP will result in the loss of financial aid eligibility. Students are considered to be making satisfactory academic progress if they:

COMPONENT 1: Qualitative Measurement

Maintain the minimum cumulative grade point average.

Cumulative Hours Earned:	Minimum Cumulative GPA:
1-29 hours	1.55
30-59 hours	1.75
60-89 hours	1.95
90 hours and above	2.00

COMPONENT 2: Quantitative Measurement

*Each student must successfully pass a minimum 65% of their credit hours attempted during the preceding fall and spring semesters at the College (rounded to the next highest number). Drops, Withdrawals, Incompletes, Failures, Repeated and non-credit remedial coursework will be counted towards the hours attempted.

COMPONENT 3: Maximum Time Frame

A student receiving federal student aid must complete their degree program at Voorhees College within a time frame that is no longer than 150 percent of the published length of the program. The time frame includes all transfer credits accepted by Voorhees toward the degree and all of the attempted credit coursework at Voorhees College, regardless of any change in program or any prerequisite course work necessary for admission to a program. The appropriate time frame is calculated according to each student's current degree program. For example, a degree may require a maximum of 122 credit hours. To maintain federal student aid eligibility, a student may attempt no more than 180 credit hours to complete the degree. In addition, no student can receive federal student aid for more than the equivalent of one year of noncredit (remedial) courses (30 semester hours).

COMPONENT 4: Probationary Periods

If at the end of the first academic school year, the student does not meet the Satisfactory Academic Progress herein, they are placed on Financial Aid Probation. If after the second year of probationary status and the Satisfactory Academic Progress is not met, the student is placed on Suspension of receiving additional financial aid.

Suspension

Failure to raise the minimum required GPA with earned hours, to the requisite level at the end of the probationary period will result in the suspension of federal student financial aid.

Appeals Process

On occasion students may fail to maintain satisfactory academic progress due to very serious circumstances that caused a major disruption to their ability to successfully complete their course work. If students believe that they can present mitigating circumstances (I.E. An injury or illness of the student, the death of a relative of the student; and, other special circumstances as determined by the school) they must request reconsideration in writing to the Chair of the Financial Aid Committee within 30 days of the date of the letter of suspension. The appeal must be typed. The request should include a comprehensive description of the circumstance(s) and documentation from at least two qualified persons who can verify the information. The Financial Aid Committee will review the appeal, make a recommendation, and send a letter of response. The decision of the Financial Aid Committee is final and cannot be appealed.

All questions about academic records and all requests for changes to those records must be made to the Academic Departments, Registrar, and Academic Dean. Voorhees College academic regulations describe the petition process. Voorhees College Office of Student Financial Aid has no authority to alter the academic record.

*Students who are granted probation must pass 100% of the courses attempted. The student must also earn enough in passing the courses in hours and quality points in order for their progress to meet the minimum required qualitative measurements at the end of the probationary period.