

# FINANCIAL AID COMMITTEE APPEAL INSTRUCTIONS

## Financial Aid Satisfactory Academic Progress Appeal Guidelines

Students who may have had unexpected events or extenuating circumstances which caused them to have a difficult time during their semester may submit an appeal to be placed on a term of probation or an Academic Plan. Your notice of SAP Results will advise you on the type of appeal you must submit.

Extenuating circumstances are described in these instructions, so your first step would be if you have suffered from an exceptional event, you can appeal to have your suspension reevaluated by the Financial Aid Appeals Committee.

Your appeal will be kept confidential and the documentation provided will be used for this purpose alone. **You do not need to type your appeal, but if your handwriting cannot be read, a positive decision is unlikely.**

Appeals will **NOT** be heard in person, so take your time in composing this letter as it is your only opportunity to describe any extenuating circumstances that prevented you from meeting the standards of academic performance and/or progress.

### 1. Identification – Who are you?

Always include your full name and student ID# on your appeal. Also include the date that you are submitting your appeal.

### 2. What is the reason for your letter?

Why are you appealing? What do you expect to get out of this process?

Be sure to re-state in your own words the reason that you are not making academic progress, i.e. what should your GPA be, what is it now?

### 3. State the Facts!

Explain your pertinent academic history. Remember, your **entire** academic history must be taken into account when your academic progress is reviewed. Look at your academic transcript and discuss **ALL** issues that you have had.

### 4. Describe extenuating circumstances – make your case!

Think about what circumstances/events occurred that prevented you from meeting the satisfactory academic progress requirements?

PCCC has a variety of support systems available to you from the moment you step on campus. Not being aware of these services, or not taking advantage of them, is not a basis for appeal. Extenuating circumstances are compelling and beyond your control. Time constraints and poor study/planning skills are not typically considered extenuating circumstances.

### 5. Do you have any supporting documentation?

If you do, please feel free to include **copies**. We do not want your originals. Remember that your information is private and anything that you choose to share in this appeal will not affect the amount of financial aid that you are eligible for.

### 6. What is your plan/solution (you MUST meet with an Academic Counselor).

\*Your appeal should also list steps that you will take to remedy your situation.

\*List changes that you have made or steps that you have taken that will help you remedy your situation. If you worked too much to complete the minimum level of courses last year, will you be working less this year, taking less classes, or both?

\*List courses that you are planning to take, how many credits, etc.

**The following documents must be attached to your SAP Results letter and submitted to the Financial Aid Office:**

1. A signed Appeal Request Form
2. Your typed letter of appeal: Please review the SAP Guidelines above to determine what is **required** to be included in your **Letter of Appeal**.
3. Your **supporting documentation** which will verify the information submitted in your letter of appeal.

**Don't forget to sign your Appeal Request Form**

