



## JCC Satisfactory Academic Progress Appeal Form for Financial Aid

Name of Student: \_\_\_\_\_ Student ID # or Last four of SS#: \_\_\_\_\_  
*Please print*

Street Address: \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

Program of Study: \_\_\_\_\_ Anticipated Graduation Date: \_\_\_\_\_

Federal and state regulations require students to comply with standards of academic progress as defined by the Financial Aid Office. Students that fail to meet the minimum standards lose their eligibility to receive federal and state aid. Federal regulations also allow the Financial Aid Office to extend eligibility to students that fail to meet minimum standards, if they can document that there were mitigating circumstances beyond their control that caused them to perform below standards. A student who has become ineligible for financial aid may appeal the termination of their financial aid. **Appeals generally given consideration involve students who have experienced: (a) extended illness or hospitalization of the student, (b) an accident which incapacitates the student for an extended period of time, (c) death or extended illness of an immediate family member which results in greater family responsibilities for the student, and (d) a change in programs, and as a result, causes them to exceed the maximum time frame.** The appeal must address why the student failed to make satisfactory academic progress and what has changed in the student's situation that will allow the student to demonstrate satisfactory academic progress in the future. Documentation must be submitted with your appeal to support your statement. **Did not study, was not prepared for college, etc. are not examples of mitigating circumstances.** The mitigating circumstances must occur during the term you received failing grades and/or withdrew from classes.

### Suggestions on Writing Your Appeal

Submit your appeal as soon as possible.

A reason for appealing would be an extenuating circumstance under which you had no control and which you can document. The appeal should explain in detail the reason(s) for not meeting the standards of progress.

Your statement for your appeal should consist of two parts:

1. In Part I, explain how the circumstances prevented you from maintaining your Satisfactory Academic Progress indicating the problem has been resolved. If previously on academic probation based on a prior appeal, explain how the circumstances prevented you from maintaining your academic plan, indicating the problem has been resolved. If exceeded maximum time frame, explain your reason for changing programs after you have already completed so many hours, indicating how many hours you still need to complete your program of study.

2. In Part II, clearly explain how you will be able to meet progress standards in the future.

**Provide relevant dates and supporting documents from appropriate third parties, such as an academic advisor, instructor, doctor, counselor, clergy, etc.**

(OVER)

