2016-2017
Satisfactory Academic Progress Appeal Form

PLEASE READ THE ENTIRE FORM CAREFULLY AND FOLLOW THE INSTRUCTIONS FOR THE REQUIREMENTS

PTC ID: ___________________________ Name: ___________________________

**Please complete in black ink only**

| SAP Appeal Deadlines (appeals turned in after the deadline will be reviewed for the following semester.) |
|-------------------------------------------------|-------------------------------------------------|
| Full/A Term | L/B Term |
| Fall 2016   | August 18, 2016 | September 20, 2016 |
| Spring 2017 | January 5, 2017 | February 9, 2017 |
| Summer 2017 | May 16, 2017   | May 24, 2017     |

Semester for which you are appealing for aid:

☐ Fall 2016   ☐ Spring 2017   ☐ Summer 2017

Reason for not meeting Satisfactory Academic Progress:

☐ GPA under 2.0   ☐ Less than 67% Completion Rate

☐ Exceeded Maximum Timeframe (150%)   ☐ Did Not Meet Requirements of Academic Plan

Appeal Status

☐ 1st Appeal   ☐ 2nd and Final Appeal

SECTION A: STUDENT STATEMENT:

If you have failed to maintain a satisfactory grade point average, meet the minimum credit hour pace requirement (67%), or satisfy the requirements of your previous academic plan:

You (the student) must write a letter addressed to the Financial Aid Appeals Review Committee:

1. Describing, in detail, the extenuating circumstances that prevented you from meeting Satisfactory Academic Progress and;
2. Addressing what steps you have taken to remedy the situation and specific actions you will take to improve your academic progress.

If you have failed to complete your degree within the maximum time frame (150%),

You (the student) must write a letter addressed to the Financial Aid Appeals Review Committee explaining why you have accumulated attempted credit hours beyond that required for your current certificate/ diploma/ degree. If you have previously earned a degree, you should address your rationale for pursuing a second degree. If you have changed majors, you should address why you have done so and why you believe you can successfully complete your current program.

SECTION B: ACADEMIC PLAN

Schedule an appointment with your academic/county campus advisor to create an Academic Plan.

This plan will outline the number of courses you will need to take and the minimum GPA required in order for you to meet Satisfactory Academic Progress or to graduate from your current Program of Study. If your appeal is approved, you will be placed on probation and this plan will be reviewed at the end of each term. If you are adhering to your academic plan requirements, your aid eligibility will remain intact. While on an academic plan you must complete 100% of the credit hours attempted (withdrawals, incomplete grades and failures do not meet this requirement).
SECTION C: ACCEPTABLE REASONS FOR APPEAL AND REQUIRED DOCUMENTATION (You may only appeal the same situation once):

- **Personal injury or illness** (must have occurred during semester(s) of academic difficulty)—Requires doctor’s statement, hospital records, or accident/police report.
- **Death or serious illness of an immediate family member** (parents, grandparents, children, spouse, sibling)—Requires doctor’s statement, hospital records or a death certificate/obituary notice.
- **Employment changes**—Requires documents to show loss of job or other changes in employment that occurred after the start of the term.
- **Divorce or separation in the student’s immediate family**—Requires divorce/separation documents or letter from attorney.
- **Other**—Requires supporting third party documentation.

The following are not considered extenuating circumstances and will NOT be considered as an appealable situation:

- Student withdrew to avoid failing the course.
- Several semesters of low unsuccessful grades because of an on-going situation.
- Student is on an approved appeal and changes his/her program of study.
- Too many classes, time management issues, not liking the instructor, being a single parent, immaturity, poor judgment, or working full time.

SECTION D: STUDENT AGREEMENT

1. I have read and understand Piedmont Technical College’s Satisfactory Academic Progress Policy.
2. I understand that while I am on financial aid probation, I must meet all of the stipulations of my academic plan and that if I fail to meet any of the stipulations of the academic plan, I will be suspended from receiving any federal financial aid.
3. I understand that I should discuss my options with a financial aid counselor prior to dropping or withdrawing from any course(s).
4. I acknowledge that I have read and understand each item on my academic plan and that I am advised to keep a copy of my academic plan for my records.
5. I understand submitting an appeal does not automatically guarantee approval and that appeals without supporting documentation will be denied.
6. I understand that the decision of the SAP committee is subject to federal and institutional policies and their decision is FINAL.

Items to submit with this form (incomplete appeals will be denied):

- Letter explaining circumstance for Appeal
- Third-Party documentation of extenuating circumstance.
- A copy of your Academic Plan from your advisor.

Student’s Signature___________________________________

Date ____________________

**Electronic signatures will not be accepted**

Results of your appeal will be posted in your PTC Pathway account under messages within 15 working days of the receipt of the appeal except during peak service times at the beginning of the semester, when additional delays should be anticipated. Letters will not be mailed to your home address. Please do not call the Financial Aid Office as results will NOT be given over the phone.