

Satisfactory Academic Program (SAP)

Appeal of Financial Aid Ineligibility

Your appeal and essential supporting documents must reach the Financial Aid/VA Office within two weeks before the beginning of the semester. If we do not receive your appeal and supporting documents within this time limit, your appeal will be reviewed within the next six weeks. We will consider accepting late appeals where there are exceptional circumstances for late submission. Reasons for late submission must be documented at the time of submission.

An ineligible student may appeal by indicating in writing to the Financial Aid Appeal Committee (a) reasons why he or she did not achieve minimum academic standards, and (b) reasons why his or her aid eligibility should not be terminated, but reinstated. Each appeal will be considered on its merit. Individual cases will not be considered as precedent. Some financial aid probations are considered if the following circumstances have occurred:

- Death in the student's immediate family that has been documented. (Death certificate, newspaper article, on-line obituary article or church bulletin.)
- Personal illness requiring a loss of the equivalent of more than five consecutive class days that can be supported by a letter from a physician.
- Serious illness in the student's immediate family that can be supported by at least one letter of documentation from a family members' physician.
- Divorce or separation in the student's immediate family that can be documented for the time frame in question. (Divorce decree, separation papers or letters from professional sources such as, a clergy member or counselor.)
- Change in job schedule/responsibilities required by the employer and documented by the employer.

Please follow the steps below before submitting your appeal:

1. Put the date you plan to submit the appeal at the top of the appeal form.
2. Please print using black ink or type the appeal.
3. Number the pages of the appeal form and supporting documentation.
4. Make sure photocopied documents are clear and legible.
5. Complete and sign the Financial Aid Appeal Form. **ALL** items must be answered and your student ID must be on top of the form. Please print or type your answers on the appeal form. (Forms will not be accepted if incomplete and unreadable).
6. Attached all documentation.
7. Print and attach a copy of your program evaluation (You can print your transcript on your MyCollege account). Highlight all classes in your program evaluation that you will need to take to graduate.
 - Go to you My College
 - Log in
 - click on student
 - Under Academic Profile
 - Program eval
 - click the program
 - Run report

The Student Financial Aid Satisfactory Academic Progress (SAP) Committee will review the appeal, and determine whether the student will be granted financial aid and placed on financial aid probation. The student will be advised in writing of the committee's decision via their CPCC provided email account.

Any student who is placed on Financial Aid probation through an approved appeal is required to meet all requirements as detailed in the student's academic improvement plan in order to have continued eligibility for federal and state financial aid. Educational/Academic Plans require a student to meet certain criteria. If approved, an Educational/Academic Plan will be mailed to you. Withdrawing or failing a class is considered not meeting any criteria on an Educational Academic Plan. **Should a student fail to meet the stipulations, he or she may submit an appeal request to the Student Financial Aid Office if they have documentation of extenuating circumstances that caused them to fail or withdraw from a course.**

Students may only appeal a maximum of three times during their academic career at Central Piedmont Community College.

Committee decisions on appeals are final and cannot be appealed at any other college or federal level.