

Central Florida Community College – Office of Financial Aid

P O Box 1388, Ocala FL 34478-1388

Telephone: (352) 873-5801

Standards of Satisfactory Academic Progress Financial Aid Appeal Form for Spring 2010

DEADLINE FOR SUBMISSION TO THE OFFICE OF FINANCIAL AID IS: January 8, 2010 (or if notification was received after this date, 30 days after the date on the notification letter).

Appeals may not be reviewed until after the last date to drop with a refund. If the appeal is denied, the student is still responsible to pay for any courses and/or outstanding balances due to the college.

Please type or print using blue or black INK.

Student ID Number

Last Name (Print)

First Name

Middle

Social Security Number

Address

City

State

Zip

Telephone Number

PLEASE READ AND FOLLOW THE INSTRUCTIONS ON THE BACK OF THIS FORM CAREFULLY.

NOTE: Below, clearly state what extenuating circumstances occurred that caused you not to meet minimum academic standards. The strength of your appeal rests on the documentation you provide. Use additional sheets of paper as necessary and attach all documentation to this appeal (appeals without documentation will be denied).

Student's Signature (must be signed in order to be considered)

Date

Office Use Only:

_____ Approved / _____ Denied / _____ Pending More Info Affected Term(s): FA09 SP10 SU10

Notes: _____

Signature: _____

Date: _____

INSTRUCTIONS FOR COMPLETING YOUR FINANCIAL AID APPEAL FORM

1. Appeal procedures are stated on this form. Read them completely to assure yourself you have proper grounds on which to base an appeal. Appeals will be granted for ***Extenuating Circumstances*** only. Extenuating circumstances include: the death of a close relative, medical emergencies, accidents, divorce or separation of parents, personal tragedy or other unique circumstances beyond your control that prevented you from meeting the minimum standards. "Not ready for college," "did not apply myself," and similar statements of this nature are not considered extenuating circumstances and will not be considered for an appeal. **No appeal will be considered for a semester that has already ended, regardless of when the suspension notice is received from the Office of Financial Aid.**
2. You must clearly state the extenuating circumstances that prevented you from meeting the minimum academic standards. **You MUST attach documentation to support your claim.** Medical documentation, doctor's letters, accident reports, death certificates, divorce or separation documents and written statements from individuals who have firsthand knowledge of your extenuating circumstances are acceptable documentation. **No appeal will be considered without supporting documentation.** It is your responsibility to prepare and obtain all documentation for your appeal and include it upon submission of the appeal. No additional documentation will be accepted after the deadline or notification date.
3. Focus your appeal on the particular academic semesters and/or courses for which you registered but did not earn credits or passing grades (F, N, I, W, etc.). However, if coursework from previous semesters or institutions is affecting your progress, you must document those situations, as well.
4. Every appeal must have an (unofficial) **academic transcript** attached.
5. **Appeals for excessive hours (over 150% of program hours) must also include a completed, up-to-date Advisement Form.** AA degree-seeking students may obtain one from the Academic Advisement Office; AS degree-seeking students, Applied Technology Diploma students, College Credit Certificate and Vocational Certificate students may obtain the form from the appropriate advisor for their program of study.
6. You will receive a written notification by mail of the appeal decision. The decision of the committee is final and cannot be appealed. All appeal approvals & subsequent awards are contingent upon completion of your financial aid file and verification process, if applicable, for the current academic year.
7. The Financial Aid Office reserves the right to revoke any prior appeal decision based on new information or documentation that would warrant such action.
8. In most cases, currently enrolled students will not have their appeal reviewed until grades for the current semester have been posted.

Satisfactory Academic Progress (SAP)

To maintain Satisfactory Academic Progress, a student must:

- 1) **Maintain an overall 2.0 GPA,**
- 2) **Complete at east 67% of *all* attempted coursework (including transfer coursework) and**
- 3) **Complete the degree or certificate sought within 150% of the published length of currently enrolled program as specified in the CFCC catalog.**