



Satisfactory Academic Progress (SAP) Appeal

Name: _____ Student ID: _____

Please check the term for which you are submitting a SAP Appeal:

- Fall Spring Summer

Please check the type of aid for which you are appealing (Check one or both):

- Financial Aid Veteran Education Benefits

During the appeal process, you must pay your own expenses, such as tuition, fees, books, supplies, etc., on or before all published deadlines or your classes will be canceled. Submitting an appeal does not guarantee that you will regain eligibility for financial aid, and the Office of Financial Aid will not guarantee any funds pending an appeal outcome.

Important Note: The Appeal Committee assumes that each student is dependent on financial aid for the completion of his/her degree; however, this is not an extenuating circumstance and should not be discussed in your appeal. Working too many hours, being unaware of the SAP policy, didn't like classes/teachers, advising errors, etc. are *NOT* considered extenuating circumstances.

Indicate Reason for Appeal:

<input type="checkbox"/>	A. Serious illness or injury to student or immediate family member that required hospitalization, convalescence in an institutional setting, or confinement at home – Attach a statement from the appropriate medical professional(s) on official letterhead explaining the nature and dates of illness. If confined to bed rest or restricted to limited mobility or activity by a physician, please make sure the physician includes <i>the beginning and end dates</i> of these limitations in his/her statement.
<input type="checkbox"/>	B. Death of a family member – Attach one of the following forms of supporting documentation: A copy of the obituary, memorial program, death certificate, or newspaper notice that includes the name of the deceased and relationship to you. If relationship cannot easily be determined with documentation provided, please provide additional information and documentation to show your relationship to the deceased.
<input type="checkbox"/>	C. Significant trauma in student's life that caused substantial impairment to the student's emotional and/or mental health – Provide a detailed explanation regarding the specific circumstances of your condition. Please be sure to include dates and what you have done to overcome the impairment caused by this trauma. Supporting documentation on official letterhead from a third party (physician, social worker, psychiatrist, law enforcement officer, etc.) must also be attached.
<input type="checkbox"/>	D. Other extenuating circumstances (please specify) :
<input type="checkbox"/>	E. Request to obtain a second degree – This option is only available to students who have already earned a baccalaureate degree or students who have received an associate degree and will be attending WCJC to pursue a second degree (AA or AAS). Please state reasons why you are seeking a second degree. Your major must be updated with the Office of Admissions and Registration. You must submit all transcripts to the Office of Admissions and Registration and provide an evaluated degree plan.
<input type="checkbox"/>	F. Request additional time to complete current degree: Please specify reasons <i>and/or</i> extenuating circumstances that prevented you from obtaining your degree within the 150% credit hour limit (90 credit hours). Indicate reason for any hours that do not apply to your current degree plan. Describe what is required to complete your educational objective. Please furnish supporting documents as applicable. Your major must be updated with the Office of Admissions and Registration. You must submit all transcripts to the Office of Admissions and Registration and provide an evaluated degree plan.

Guidelines for Appealing

If you wish to appeal your current status and have your financial aid and/or veteran education benefits eligibility reconsidered, you must do the following:

1. Complete your financial aid or veteran education benefits file. Appeals will not be processed without a complete file.
2. Attach a detailed explanation of your circumstances.
 - **For appeals due to failure to maintain a 2.0 term or overall GPA and/or complete 70% of attempted credit hours (Reasons A, B, C, D above), the explanation must include:** (a) A statement describing how your circumstance(s) negatively impacted your SAP status (i.e. your academic performance and/or completion rate); and (b) An explanation of how your situation is better now and how you plan to succeed academically if given another opportunity. Present a clear connection between the extenuating circumstance and your poor academic performance and/or completion rate during specific terms.
 - **For appeals due to additional degree or over 90 credit hours (Reasons E and F above), the explanation must include the following:** (a) An explanation of the reason(s) that contribute to your attempt at more than 90 credit hours; and (b) A declaration of your current WCJC educational objective; and (c) A description of what is needed/remaining to complete your educational objective.
3. **Obtain and attach relevant documentation to support the connection between your circumstance and your poor academic performance, below-70% completion rate, or continuation at WCJC beyond the 150% credit hour limit (90 credit hours).**
4. Indicate your name and student ID on the top of all attachments.
5. **(For reasons E and F ONLY)** Attach a current Wharton County Junior College degree evaluation. Through Online Services, students may generate a copy of the [degree evaluation](#) acceptable for appeal purposes. As an alternative, students may request an [official degree evaluation](#) from the Registrar's Office or through a WCJC Advisor; however, official degree evaluations must be requested at least two weeks before the appeal submission deadline.
6. Sign and date your explanation; attach documentation to support your statement; and submit all appeal documentation to the WCJC Financial Aid Office by the [document submission deadline](#). **Failure to provide adequate, time specific information and/or documentation will result in your petition being denied, and the appeal will not be reviewed again upon receipt of additional documentation unless requested by the Appeal Committee. Appeals submitted after the published document submission deadline will be considered in the subsequent Appeal Committee meeting.**

Appeals submitted that do not adhere to the aforementioned "Guidelines for Appealing" will be denied.

Certification: By signing or typing my name below, I certify that I have read and understand the information provided with the appeal form. The statement provided with the appeal is accurate and complete. I have attached all appropriate documentation to verify what I have stated. I understand that my appeal will be evaluated based on that documentation. Any false/conflicting information may be cause for denial, reduction, and/or immediate repayment of all aid. If I am required to repay financial aid as a result of the federal regulations regarding my discontinuation of class attendance, I acknowledge I am liable for the repayment. The repayment cannot be waived even if the appeal is approved for deficiencies in GPA or credit completion.

Student Name

Student ID Number

Date

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Complete form can be scanned and emailed to finaid@wcjc.edu; faxed to 979-532-6937; delivered by hand to any WCJC campus Financial Aid Office; or mailed to: WCJC Office of Financial Aid; 911 Boling Hwy; Wharton, TX 77488.