



Satisfactory Academic Progress Appeal Form

Federal law requires students receiving federal student aid to maintain satisfactory academic progress as defined by the institution. Satisfactory Academic Progress is separate from academic probation and suspension. In order for your appeal to be considered, this form must be submitted along with proper documentation to the Financial Aid Office. If an appeal is approved, it will be for a specific program and for a specific time period. **Incomplete forms will be denied.**

A copy of this form will be mailed to the address listed below once a decision has been made.

Name

ID Number

Address

City, State, Zip

Please indicate which term you plan to enroll. PLEASE CHECK ONLY ONE.

- Fall _____(Year)
- Spring _____(Year)
- Summer _____(Year)

Have you appealed before?

- Yes **If yes, please complete the attached Program Completion Requirement Form and submit it along with the appeal form.**
- No

Specify the final term that you anticipate attending JCJC. PLEASE CHECK ONLY ONE.

- Fall _____(Year)
- Spring _____(Year)
- Summer _____(Year)

*We recommend you speak with a counselor/advisor, but it is not mandatory **unless it is your second appeal.** Consulting with a counselor/advisor does NOT guarantee approval.*

FOR OFFICE USE ONLY:

DATE: _____ HOURS _____ GPA _____ HOURS & GPA

ACTION TAKEN: _____ APPROVED _____ DISAPPROVED

BEGINS:

- FALL 20____ APPEAL ENDS _____
- SPRING 20____ APPEAL ENDS @ 96 Hours
- SUMMER 20____

- APPLIES TO CURRENT MAJOR ONLY _____
- STUDENT MUST MAINTAIN A 2.00 GPA _____
- OTHER STIPULATIONS _____

SIGNATURE OF FINANCIAL AID DIRECTOR: _____

What extenuating circumstance(s) prohibited you from meeting Financial Aid Satisfactory Academic Progress requirements? Failure to address extenuating circumstance(s) will result in the denial of your appeal.

If applicable, explain how the circumstance(s) no longer exist and how you will be successful if your aid is reinstated.

Explain your current major.

Indicate specific documentation attached for appeal consideration (Example: Medical documentation, death certificate, etc.)

I affirm, under penalty of perjury that the information on this form is true and correct without misrepresentation.

I understand that a second appeal will only be approved under extreme situations.

Financial aid suspension does not prevent you from attending classes. However, if your appeal is denied you will be responsible for charges incurred at JCJC.

Student Signature

Date

Program Completion Requirements

Student's Name: _____ School ID #: _____

Current Major: _____ Student's Initials: _____

Please list each course needed per semester to complete the current program beginning with the most current term. Example: SEMESTER Fall 2007 - BIO 1134 - Biology I.

SEMESTER _____	SEMESTER _____
SEMESTER _____	SEMESTER _____
SEMESTER _____	SEMESTER _____

***** **REQUIRED:** This section must be completed by the advisor /counselor! *****

Projected Graduation Date: _____

Advisor/Counselor's Signature: _____ Date: _____