EAST CENTRAL COLLEGE

Satisfactory Academic Progress Financial Aid Suspension Appeal

_____

Student Name: _____

Mailing Address: _____ City: _____ State: _____ Zip: _____

Phone Number(s): _____ Email Address: _____

What semester do you plan to return? _____

To comply with federal regulations, East Central College is required to monitor your financial aid satisfactory academic progress (SAP) in your course of study. Your SAP status is reviewed each semester for the below listed standards and your financial aid eligibility may be terminated (suspended) if you do not meet all of these requirements. To determine your SAP status, your entire academic history is evaluated regardless of whether or not you received financial aid for any particular semester.

Minimum requirements to maintain good standing are:

1) Cumulative grade point average (1-24 credits attempted) = 1.8 or higher;
2) Cumulative grade point average (24+ credits attempted) = 2.0 or higher;
3) Complete 67% of all coursework attempted;
4) Complete your specified program of study within 150% of the time allowed to earn the degree (if this is exceeded, you are considered Over-Hours).

To appeal the termination of your financial aid eligibility, **complete all of the following steps, attach any additional documents and return to the Financial Aid Office**. Decisions on appeals are made on a case-by-case basis using the information and documentation provided. This is a *ONE TIME ONLY* appeal process.

Please complete your FAFSA and submit all required documents to the financial aid office – appeals will not be considered without your financial aid file being complete.

STEP ONE:	Reason For Your Suspension

I was suspended for: ___CGPA below 1.8   ___CGPA below 2.0   ___Completing less than 67% of classes

___Combination of low CGPA and 67%   ___Exceeded maximum credit hours

STEP TWO:	Reason You Think Your Appeal Should Be Approved

The reason for my appeal is due to (mark all that apply):

___   **Medical Situation** (Serious illness of family member or yourself) – attach birth certificates, medical record/documentation, and physician statements, or other documents.

___   **Death of an Immediate Family Member** – attach copies of medical records, death certificate, obituary, funeral program, physician statements, or court documents.

___   **Other Circumstances**: (Place X by applicable reason and attach appropriate documentation)
       ___   Changed Degree/Major
       ___   Prolonged absence from college (applies to the 150% suspensions when student must retake classes already successfully completed due to class changes made to the program)
       ___   Circumstances out of student's control

STEP THREE:	Explanation

Answer the following questions. (Attach a separate sheet of paper if necessary). Please read all five questions before you begin writing.

1. Have you had a previous appeal approved by East Central College? __ Yes __ No. If Yes, when? _____

2. What factors contributed to your lack of academic progress?
   Discuss the circumstances in each semester that prevented you from meeting the minimum CGPA and or successful completion rate of 67%. Be sure to discuss the cause of any grades of 'D', 'F', 'W', 'WX' or 'I'. *Do not discuss reasons for major/degree changes in this question.*

3. I have changed majors/degrees during my academic career: ___ Yes ___ No. If Yes, when did you change? _____. Please explain reason for change. *If you changed more than once, explain each change. If you have not changed your major/degree then state so in this section.*

4. What has changed in your circumstances that will help in your future academic success?

5. What do you plan to do *differently* to help ensure academic success in the future?

STEP FOUR:	Your Academic Success Plan

1. I am currently pursuing an: ___ AA ___ AAT ___ AS ___AAS ___ADN ___Certificate

2. I am currently pursuing a Degree/Major in: _____

3. Make an appointment to see your faculty advisor or a general advisor.

4. ***Advisor Instructions***:
    a. This section is an important piece of the student's overall academic success plan and is the student's road map to not only academic success, but also graduation.
    b. The student, financial aid office, and advisor will use this information for the remainder of the student's time at ECC.
    c. Go over degree/certificate requirements using the degree advising worksheet and appropriate course catalog as needed.
    d. Complete the degree audit for the student's current certificate/degree showing what they have taken and what areas/classes the student still needs to take. ***Student Note: Make a copy of the completed degree audit and attach to this appeal.***
    e. Develop an academic success plan consisting of the specific classes the student will need to take each semester, the maximum number of credit hours to take each semester based upon the students expected enrollment status (FT or PT), and an expected graduating date.
    f. List the specific course numbers below under the semester the student plans to take that course.

Semester 1 _____	Semester 2 _____	Semester 3 _____	Semester 4 _____	Semester 5 _____	Semester 6 _____	Semester 7 _____

Advisor Notes:
_____
_____
_____
_____

5. How many additional credit hours does the student still need to pass to complete their certificate/degree?
    _____

6. Based on this academic plan you developed with the student, when is the student projected to graduate?
    _____

To the Advisor:
By signing this document you certify you have met with the student and discussed the requirements of the stated degree program the student is pursuing. Also, you agree the classes and the total number of credits listed above apply toward that specific degree and are needed for the student to complete their course of study and graduate by the projected date.

Advisor Printed Name: _____

Advisor Signature: _____ Date: _____

Student ID# _____

STEP FIVE:	**Life Skills**

For full guidance on how to use Life Skills – see the attached USA Funds Life Skills Student Guide.
1. Go to: www.lifeskills.org, "request a new account" in the Login box to create your account.
     a. East Central College's school code is 00886200.
     b. Enter 00886200-03 as your Student Access Code.
2. You will complete two modules in "My Catalog":
     a. 201 – How Do I Achieve My Goals?
     b. 405 – How Do I Manage My Debt?
3. Click on "My Transcripts" and print and attach to this appeal.

STEP SIX:	**Documentation**

Attach applicable documentation that supports your explanation/justification of your extenuating circumstances you described in your statement(s) and other documents required for this appeal (mark all that you provided).

	Physician Statements		Medical Documents		Medical Bill/Statements
	Death Certificate		Obituary		Funeral Program
	Police Accident Reports		Court Documents		Work
	Housing		Signed Statements		Other Appropriate/Applicable Documents
	Degree Audit/Checklist		Life Skills Transcript		Other_____

STEP SEVEN:	**Acknowledgement of Understanding and Signature**

1. Submit ALL appeal paperwork to the Financial Aid Office.
     a. Make sure all parts are complete. Incomplete appeals will delay the processing of your request
     b. Make sure that your financial aid file is complete – that all verification documents have been submitted.

2. Priority is given to complete appeal packets submitted to the Financial Aid Office **by priority deadlines**:

        Fall: July 1   **Spring: December 1**   **Summer: May 1**

_____

By signing this form, I agree I will (1) successfully complete all of my credit hours attempted with at least a 2.0 CGPA while on appeal and working toward regaining satisfactory status and (2) follow my academic success plan as outlined in the previous pages. Also, by signing this form, I am stating that I understand (1) the completion of this application does not constitute an approval of my appeal, (2) I will be notified of the decision by email/mail within 2 weeks, (3) if I do not successfully complete all of my classes while on an approved appeal, my financial aid eligibility will be terminated (suspended) for future semesters without an option to appeal again, and (4) decisions on appeals are processed on a case-by-case basis based on the information you provided. And, finally, I am stating I have read and I understand the ECC SAP Policy available at: http://www.eastcentral.edu/finaid/forms/.

_____ _____
Student Signature   Date

Once the form is completed, you may mail it to the Financial Aid Office, 1964 Prairie Dell Road, Union, MO 63084, fax it to (636) 583-6651, scan and email it to finaid@eastcentral.edu, or bring it to our office.

USA Funds Life Skills Student Guide
East Central College, **<u>Financial Aid Appeal Students</u>**

Through your school, you now have access to USA Funds® Life Skills®, a free online learning program that offers you advice for managing your time and money wisely while on campus and after graduation. This Student Guide provides basic information about the tool and outlines the steps necessary to access and complete the lesson(s) that your school has assigned to you.

Log in.
New users are required to complete a simple, one-time registration process. Once you complete the initial registration process, only your username and password are required for future visits.
1. Open your browser and go to **www.lifeskills.org**.
   - o Helpful hint: Save this address as a favorite to simplify access for future visits.
2. Click "Request a new account" in the Login box to create your account.
3. Complete all of the information on the Request Account page. Some fields require the school defined information listed below.
   - o Enter your school e-mail address as your username.
   - o Enter the student ID number assigned to you by your institution as your school-assigned student ID.
   - o Enter **00886200** as your School Code. Note: This code must be entered exactly as shown here.
   - o Enter **00886200-03** as your Student Access Code. Note: This code must be entered exactly as shown here.
4. Click "Create Account" in the lower right corner to create your account.
   - o Note: If you forget your password on future visits, click "Forgot your password?" in the Login box to receive an email containing your password to the email address you provided when you created your account.

Get started.
To access and complete the lessons, follow these steps:
1. Select "My Catalog" from the left navigation menu or select the "My Catalog" tab at the top of the page.
2. Click on the name of a lesson and click "Enroll" on the right side of the screen.
   - o Lessons can be completed in any order. If you are unable to complete a lesson in one visit, you can return to it at any time and continue where you left off. Click the name of the lesson under "My Learning" on your Home page to return to the in-progress lesson.
3. Click on the name of the lesson again under "OLT Lessons" to begin the lesson.
   - o *Note: Your computer settings must be set to allow pop-ups to access the lesson. The lessons also contain sound so you may want to use headphones.*
4. Click "Next" to advance through the lesson.
5. Complete the Lesson Challenge quiz at the end of the lesson. You must achieve 70 percent or higher to pass the lesson. Once achieved, your score will be recorded on your transcript as well as your school's weekly report. (See next section for transcript information.)
   - o Scroll to the bottom of the Lesson Challenge results and click "Print" to print your quiz results.
6. Click "Ok" to close your quiz results and click "Close Window" to exit the lesson.
7. Click USA Funds Life Skills Survey under "Course Activities" to complete a brief survey about the lesson.
8. Click the "Home" tab to return to the Home page.
9. Repeat the previous steps until you have completed all of the lessons assigned to you.

You can review the lessons and retake the Lesson Challenges to improve your score at any time by navigating to the lesson through the course catalog.

<u>Find your assigned lessons on the back of this page.</u>

Your school has assigned the following lesson(s) to you:

- 201 How Do I Achieve My Goals?
- 405 How Do I Manage My Debt?

See your results.
A printable transcript of your lesson activity is available at any time.

1. Click "My Transcripts" in the left navigation menu.
   - Your transcript will provide details about any lesson in which you have enrolled, including completion status, registration date, completion date and final assessment score.
2. You have the option to print or export your transcript.
   - Click "Print" in the upper right corner to print your transcript.
   - Click "Export" in the upper right corner, choose an export format and click "Export" to create an electronic version of your transcript.

Complete multiple assignments.
If you are assigned multiple lessons from different staff (for example, one group of lessons from the financial aid office and another group of lessons from a professor), you will need to enter additional access codes to your account. This is required for your lesson completion results to be accurately reported to those who assigned the USA Funds Life Skills lessons to you.

1. Click "My Account" in the left navigation menu.
2. Enter the additional code(s) in the available Student Access Code fields.
   - Note: If you override an existing code with a new code, your completion results no longer will be reported to the person who provided the existing code.
3. Click "Update."

Get help.
For assistance, use the "Contact Us" link or call USA Funds Customer Support, Monday through Friday, between 8 a.m. and 8 p.m. Eastern time at (800) 766-0084. After these hours, support is available at (866) 722-1470.