



## 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 at [www.studentaid.gov](http://www.studentaid.gov) 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 academic 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 or student planning education plan 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 the expected graduation 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:

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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: \_\_\_\_\_

**STEP FIVE: 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).

<input type="checkbox"/>	Physician Statements	<input type="checkbox"/>	Medical Documents	<input type="checkbox"/>	Medical Bill/Statements
<input type="checkbox"/>	Death Certificate	<input type="checkbox"/>	Obituary	<input type="checkbox"/>	Funeral Program
<input type="checkbox"/>	Police Accident Reports	<input type="checkbox"/>	Court Documents	<input type="checkbox"/>	Work
<input type="checkbox"/>	Housing	<input type="checkbox"/>	Signed Statements	<input type="checkbox"/>	Other Appropriate/Applicable Documents
<input type="checkbox"/>	Degree Audit/Checklist	<input type="checkbox"/>		<input type="checkbox"/>	Other

**STEP SIX: 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](mailto:finaid@eastcentral.edu), or bring it to our office.