



Please **read** these important instructions **BEFORE** completing the **Satisfactory Academic Progress Appeal**

Important Information:

- You must have a **2024/2025 FAFSA** on file with our office **BEFORE** you submit an appeal. Complete the FAFSA at www.studentaid.gov
- If you intend to register for classes before your appeal is reviewed and decision has been rendered, you **MUST** find alternative payment arrangements. You can review payment arrangement options, including the Payment Plan [here](#)
- You will be notified via email of appeal decision within **3 weeks** of submission
- You must complete the form on a computer, **DO NOT** complete manually or by phone.
- Documentation for the circumstance indicated in Section B is required. Appeals submitted without supporting documentation will not be reviewed.

Instructions:

1. Download and complete the **PDF fillable Appeal Form and Academic Plan**, found below.
2. Save the entire document as your **First Name, Last Name and Student ID** on a computer
3. Submit all documents back to the Financial Aid office via our secure upload [link](#)
** Do not mail or email documents to our office

NOTE: You must complete the form on a computer, please **DO NOT** complete manually or by phone. Additionally, documentation for the circumstance indicated in Section B is **required**. Appeals submitted without supporting documentation will not be reviewed.



Satisfactory Academic Progress (SAP) Appeal Form and Academic Plan

It has been determined that you are not making satisfactory academic progress. Federal and State regulations require students to comply with standards of academic progress as defined by the Financial Aid Office. Students that fail to meet the minimum standards lose their eligibility to receive federal and state financial aid. Regulations also allow the Financial Aid Office to extend eligibility to students that fail to meet minimum standards if the student can document that there was mitigating circumstance beyond their control that caused them to perform below standards.

Review of the Satisfactory Academic Progress (SAP) Policy:

- Students are required to maintain a minimum GPA throughout the academic program as follows:
 - Students attempted credits up to 30 hours – 1.5 GPA
 - Students with 31 to 60 credits – 1.7 GPA
 - Students with 61+ credits – 2.0 GPA
- Students must complete 67% of all course work attempted at all times.
 - Example: Students enrolled in 12 credit hours for Fall term and completes only 6 credits hours at the end of the term. The completion rate is as follows: $12 \text{ attempted credit hours} / 6 \text{ completed credit hours} = 50\%$ completion rate.

Important Information:

- Students must have a 2024/2025 FAFSA application on file BEFORE your SAP Appeal is reviewed. If your financial aid file is selected for verification, documents must be submitted and completed before appeals are reviewed
- Students ineligible for federal financial aid are contacted via email and are not permitted to submit an appeal
- For an appeal to be considered, students must complete sections A through D of this form and attach the relevant documentation. Incomplete appeal forms will **NOT** be reviewed
- Submitting this form does not guarantee that your appeal will be approved and eligible for financial aid. You must find other payment arrangements for your classes without the use of financial aid in order to secure your classes.
- Students are permitted a maximum of 2 **non-consecutive** appeals.
- Students reported as an attendance issue in previous semesters regardless of the reason will be denied an appeal. Students are given every opportunity to officially withdraw from classes. Not knowing or understanding our institutional withdrawal policy is not an excuse for your lack of progress.
- Students will be notified **via email** within **3 weeks** of their appeal submission. If appeal is approved, you will be placed on Financial Aid Probation for monitoring purposes.

Fall 2024 SAP Appeal Deadline:

Appeals will not be accepted after August 16, 2024

Section A: Student Information (required)

Chesapeake College Student ID#: _____

Full Name: _____

Address: _____

City: _____ State: _____ Zip: _____ Phone: _____

Contact E-Mail Address: _____

Major: _____ Career Goal: _____

Credit hours needed to complete degree: _____ Expected Date of Graduation: _____



Section B: Student Questions (required)

****Documentation required for ANY circumstance & must be attached to appeal form**

Choose the justifying circumstance(s) that have led to your Financial Aid Suspension status. Explain how the circumstance(s) affected your ability to meet academic standards. **Note: Appeals submitted without supporting documentation will not be considered. Second appeal submission circumstance cannot be the same as previous appeal.**

- Illness/Hospitalizations (documentation required)
- Transportation (documentation required)
- Death (documentation required)
- Employment (i.e. laid off, part-time employment, new employment) (documentation required)
- Other circumstance(s) _____ (documentation required)

Answer the following question indicating your future plans in meeting the minimum academic standards:
What will be different this time if your appeal is approved?

Section C: Student Agreement (required)

I have read the Chesapeake College's Satisfactory Academic Progress Policy, found online [here](#). I understand that my SAP Appeal Form will not be reviewed with incomplete sections or lack of documentation and if my appeal is incomplete, it will be denied. I also understand that I will be notified by the email provided in Section A of my appeal decision. I must preregister and secure payment without financial aid to ensure I am following the academic plan I submitted.

Student's Signature: _____ **Date:** _____

Note: Students who choose to attend in the Summer semester while on an approved appeal (Probation status) do so with the understanding you must complete all courses. Appeals are granted with the strict understanding that students may not fail, withdraw, audit or be reported as an attendance issue in ALL courses during the approved plan. Please consider carefully before enrolling in a Summer semester. If you breach your appeal you will become ineligible for aid. Summer grades must be evaluated before Fall awards are posted. You must preregister and secure payment without financial aid to ensure you are following the academic plan submitted and approved.



Section D: Academic Plan (required)

Students must map out the courses they will enroll in as part of their academic program. Your Academic Evaluation Record (AER) is a powerful planning tool to help you move through your program of study. This includes helping you plan to retake courses you have failed to complete. You can still review your AER even if you are changing your program of study. Find your AER in your Self-Service portal (via MyCampus)

You must complete ALL 3 semesters shown below. In addition, please indicate if the course is being repeated from a previous term. Students must complete all attempted courses with a “C” or better.

Fall 2024	Course	Credit Hours	Repeating Course?	Spring 2025	Course	Credit Hours	Repeating Course?	Fall 2025	Course	Credit Hours	Repeating Course?
Course & Number				Course & Number				Course & Number			
Course & Number				Course & Number				Course & Number			
Course & Number				Course & Number				Course & Number			
Course & Number				Course & Number				Course & Number			

Office of Financial Aid Use Only: (Students do not complete)

Number of Appeals: _____ If more than 1, list other type(s) of appeals: _____

Type of Appeal: GPA _____ Completion Ratio _____ Time Frame _____

Current: GPA _____ Completion Ratio _____

Fall 2024: Credit Hours _____ Completion Ratio _____ Repeat Course _____

Spring 2025: Credit Hours _____ Completion Ratio _____ Repeat Course _____

Fall 2025: Credit Hours _____ Completion Ratio _____ Repeat Course _____

Appeal Decision:

_____ Appeal Denied

_____ Appeal Approved

_____ Appeal Approved w/stipulations:

Date decision email was sent to student: _____

Financial Aid Administrator Signature: _____ Date: _____