



2000 West Broadway • West Memphis, AR 72301-3829 • (870) 733-6729 • Fax (870) 733-6719

## Satisfactory Academic Progress (SAP) Appeal

Federal regulations requires students to maintain Satisfactory Academic Progress (SAP) in three areas – **Cumulative GPA, Hours Earned, and Maximum Time Limit** – to be eligible for financial aid. It is the student's responsibility to stay informed of the college's SAP Standards and to monitor his/her own progress. Mid-South Community College evaluates each student's progress at the end of each semester.

In some cases, a student's failure to be in compliance with one or more areas of SAP is due to events totally beyond the student's control. If such "mitigating circumstances" can be documented for the specific term(s) when the deficiencies occurred, the student may submit this completed SAP Appeal, along with all required documentation. Students will receive notification of all appeal decisions by letter.

### *Examples of Mitigating Circumstances*

**Situations considered "mitigating circumstances" beyond a person's control include:**

- Serious illness or injury to student that required extended recovery time or significant improvement.
- Death or serious illness of an immediate family member.
- Significant trauma in student's life that impaired the student's physical and / or emotional health.
- Readmission under the College policy.
- Other documented circumstances.

### **Required Documentation To Be Provided By Student**

\_\_\_\_\_ **I have corrected my deficiency and attached my written explanation of the situation.** I am requesting a reevaluation of my Satisfactory Academic Progress.

\_\_\_\_\_ **My situation involves mitigating circumstances;** therefore, I have not corrected my deficiency. I am appealing the SAP action that resulted in my ineligibility for financial aid. I have attached **my written explanation of the situation and action taken plus the following documentation:**

\_\_\_\_\_ 1) Letters from the following involved parties:

Name	Title	Name
Name	Title	Name

\_\_\_\_\_ 2) Medical certificate/doctor's statement supporting serious illness.

\_\_\_\_\_ 3) Death Certificates or obituaries, if applicable, for \_\_\_\_\_

\_\_\_\_\_ 4) Other documents: \_\_\_\_\_

**I understand that the Financial Aid Office will not accept any SAP Appeal that is incomplete or lacks documentation.** I am therefore, submitting my **complete** SAP Appeal. I understand that the Financial Aid Appeal Review Committee will only review a completed Satisfactory Academic Progress Appeal. Once a decision has been made, the Financial Aid Office will notify me of the Appeal outcome.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Social Security Number

\_\_\_\_\_  
Date

***For Financial Aid Office Use Only***  
***Action Taken:    Approved    Denied***

\_\_\_\_\_  
Financial Aid Office Signature

\_\_\_\_\_  
Date