

FINANCIAL AID

Federal regulations require that all student financial aid recipients must be degree- or certificate-seeking and must make satisfactory academic progress toward achieving a certificate or degree within the required standards as set forth by the U.S. Department of Education. The standards apply to all terms regardless of whether or not the student received financial aid for that term. Students who fail to meet SAP requirements and are placed on Financial Aid Probation can file an appeal if there were extenuating circumstances affecting their ability to meet the required standards.

The satisfactory academic progress of each Southern State student is measured at the end of each term. Students must meet the required cumulative grade point average and pace as explained below:

- **Qualitative** – Cumulative grade point average
 - o A student with 1 to 29 earned semester hours must maintain a cumulative grade point average of at least 1.75.
 - o A student who has earned equal to or greater than 30 semester hours must maintain a cumulative grade point average of at least a 2.00.
- **Pace** – completing a required percentage of credit each term, i.e. hours attempted versus hours earned. To meet the progress requirement, a student must complete 67% of the credit hours attempted (courses enrolled after drop/add).

Note: Satisfactory grades consist of A, B, C, D and S. Unsatisfactory grades are F, W, WI, N, U and Y or any other grade that does not result in credit hour completion.

Please print this document and complete it with a wet ink signature. The completed document can be submitted in person, through email, fax, or mail. Our contact information is at the bottom of the page.

Section A: Student Information

Name: _____ Student ID Number: _____

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

Primary Phone: _____

Section B: APPEAL PROCEDURE

Submit this form and a statement that explains the reason (s) you were not successful in your prior coursework and steps you have taken to now achieve successful progress. (A statement can be typed on this form below.). Return this form along with your statement to the Financial Aid Office at Southern State Community College, 100 Hobart Drive, Hillsboro, OH 45133.

If an appeal is approved, you will be notified and required to contact the Advising Center to complete an Academic Plan for your next semester of enrollment at Southern State prior to registering for classes.

An Academic Plan will allow you to receive federal financial aid on a provisional basis. Your Academic Plan and satisfactory academic progress will be reviewed at the end of the semester. Please note that the official request and the Academic Plan must be completed and approved not later than the first day of the term in which you anticipate attending.

If you have any questions or concerns regarding this notice please contact the Financial Aid Office at 937-393-3431 ext. 2515.

Student signature:

Date:

