

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 2.00.
- **Pace** – completing a required percentage of credit each term, i.e. hours attempted versus hours earned. To meet progress requirement, a student must complete 67% of the credit hours attempted (courses enrolled after the 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.

STUDENT INFORMATION		(PLEASE PRINT)
Student Name:		Student ID#:
Address:		City:
State:	Zip:	Email:

Appeal Procedure:

Step 1: Contact the Advising Center to schedule a meeting with an advisor to discuss your enrollment plans and complete an Academic Plan.

Step 2: Complete this form including the required statement that explains the reason (s) you were not successful in your prior coursework and the steps you have taken to now achieve successful progress. A statement can be typed on the form below. Your appeal must include documentation to support the extenuating circumstances that affected your academic progress (for example, conflicting work schedule, extended illness of the student, or close family member). **Failing to meet course attendance requirements is not an extenuating circumstance.** Documentation can include email notifications to instructors of absences, work, or school excuses issued by physician(s) or other healthcare providers.

Step 3: Submit the appeal form, documentation of the circumstances outlined in your statement, and a copy of your academic plan to the Financial Aid Office.

Step 4: The Financial Aid office will review the appeal and plan. If approved, your federal aid eligibility will be reinstated for one semester. Your Academic Plan and satisfactory academic progress will be reviewed at the end of the semester. If you meet the terms of your Academic Plan as well as the College’s Satisfactory Academic Progress requirements, your federal aid eligibility will continue to the following semester. If your appeal is denied, federal aid will not be reinstated to assist with your educational expenses. You will receive notification of the appeal decision by email to your SSCC student email account.

