

Satisfactory Academic Progress Appeal Form

Directions: Students may appeal a decision under the SAP Policy. Appeals will be considered for emergency circumstances including illness: death of a family member or other unusual situation. All students will be expected to provide clear evidence in their appeal form of the following issues: 1) state the reason unsatisfactory academic progress occurred 2) what has changed since the time of unsatisfactory progress including how past academic difficulties been overcome 3) what is your academic plan, and 4) what third party documentation will be attached.

Students must provide third party documentation to support their claims (i.e. medical evidence of illness, death certificate, etc).

1. Please address the situation that occurred causing you to withdraw from your courses or bring down your grade point average. Be sure to address **each** unsatisfactory semester separately.

2. What has changed since the time of unsatisfactory coursework showing that you have overcome past difficulties?

3. What is your academic plan to complete your degree?

4. What third party documentation are you attaching (i.e. medial documents, death certificates, etc)?

Student Signature _____

BANNER Student ID _____

Date _____

Phone Number _____

Please return this form with documentation to:
Financial Aid Office
Quinebaug Valley Community College
742 Upper Maple Street
Danielson, CT 06239

Academic Plan for Financial Aid Probation Appeal

An academic plan is required in order for your appeal to be granted. As part of your appeal, you must meet with an academic advisor to develop a plan for your academic studies.

Student Name _____

Student Phone Number _____

Program of Study _____

Semester _____

✓ **(Check when accomplished)**

- Meet with an academic advisor to determine course load, courses required toward degree program, and strategies for a successful semester
- Understand that I must complete all courses I enroll in with a grade of "C" or better for any appeal to be continued.
- Understand that courses previously passed will not count as successful for Financial Aid purposes if re-taken. Thus, I will only enroll in classes I have not previously passed.
- Successfully complete 100% of courses registered for with a minimum GPA of 2.0 (a grade of "C" or better) in each course. Students must take at least 6 credits. Probation appeals will only be considered if a student agrees to register for a minimum of 6 credits hours.
- Courses planning on registering for if probation appeal is granted:

Advisor Signature

Meeting Date

Student Signature

Meeting Date

If the student fails to meet the terms of the academic plan in any subsequent semester, the student will become ineligible to participate in the financial aid program until the student is able to once again meet the minimum requirements for academic progress. The student's progress will continue to be monitored at the end of each semester with the same terms in place until the student is in compliance with Connecticut Community College's satisfactory academic progress policy.