



WALLACE STATE HANCEVILLE

Financial Aid Appeal Form Satisfactory Academic Progress Appeal

Name _____ Student Number _____

E-mail address _____ Cell Number _____

Major _____ Credit Hours Needed for Graduation in Program _____

Semester planned for enrollment: _____

Student Signature

Date

Financial Aid Appeal Deadlines*

August 1, 2011	Fall 2011
December 1, 2011	Spring 2012
May 1, 2012	Summer 2012

*Late submissions will be considered for the next term

SAP Guidelines

Federal regulations require students to maintain Satisfactory Academic Progress (SAP) in three areas - **cumulative GPA, hours earned and maximum time limit**– to be eligible for financial aid. As part of the maximum time limit students are only allowed a total of three majors/programs while on financial aid at Wallace State. It is the **student’s** responsibility to stay informed of the SAP standards and to monitor their own progress. Students who fail to meet SAP will be notified by the financial aid office if they are out of compliance and not eligible to receive aid due to insufficient academic progress. 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 appeal form along with all required documentation for consideration. Submission of an appeal is NOT an automatic approval for financial aid. Students will be notified from the information provided on this form after the Appeal Committee has met. Students will also receive a formal letter in the mail of this determination.*

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.
- Death or serious illness of an immediate family member.
- Significant trauma in student’s life that impaired the student’s emotional and/or physical health.
- Other documented circumstances.

Directions for submissions:

- Do NOT discuss your **need** for financial aid as part of your rationale for reinstatement of Title IV Federal Financial Aid. It is assumed by the Financial Aid Appeals Committee that any student filing an appeal is doing so based upon financial need.
- Appeals submitted after the published deadline will not be considered for the current term but for the following term. These dates are published on our website at www.wallacestate.edu/financialaid and are posted in the financial aid office.
- Students are allowed **two** program/major changes while receiving financial aid for a total of **three** programs. Students who want to continue on financial aid must have documented circumstances of why they should be allowed to continue on financial aid. They must also have approval of the appropriate division dean.
- Appeals are submitted to the Financial Aid Office and will be determined by the Appeal Committee. The student will receive a notification by phone or e-mail and a follow up letter with the result.
- Students who receive a denial on their appeal will be required to make progress on their own (without the use of financial aid) until their progress is sufficient to qualify for financial aid again.
- Incomplete applications will receive an automatic denial.

Circumstances for financial aid appeal: A student may have more than one problem with the SAP. If more than one category applies a student should submit documentation for all that apply.

_____ Students that are behind with GPA and/or 2/3 passing of attempted hours

There are four required attachments for progress problems including being behind with 2/3 of hours attempted, GPA and number of majors while using financial aid. Failure to include these items will result in automatic denial.

- **A detailed letter of explanation.** Please make sure to address the specific semesters where you experienced academic problems or withdrawals. Include what actions you took to make an effort to meet your responsibilities during the time of your mitigating circumstances and how your circumstances have improved.
- **Proof** that the event you describe occurred. (Statement from your physician , medical bills, police report, obituary, etc.)
- **An Educational Plan** showing the courses you must take to graduate from WSCC with your declared major. Please meet with your advisor and put together a plan for each semester you plan to enroll until your graduate. (Appendix A)
- **An Unofficial Transcript**

_____ Students that have used three majors/programs of study while receiving financial aid

There are four required attachments for number of majors while using financial aid. Failure to include these items will result in automatic denial.

- **A detailed letter of explanation.** Please make sure to address the specific semesters where you experienced academic problems or withdrawals. Include what actions you

took to make an effort to meet your responsibilities during the time of your mitigating circumstances and how your circumstances have improved.

- **Proof** that the event you describe occurred. (Statement from your physician , medical bills, police report, obituary, etc.)
- **An Educational Plan** showing the courses you must take to graduate from WSCC with your declared major. Please meet with your advisor and put together a plan for each semester you plan to enroll until your graduate. (Appendix A)
- **Dean Approval Form.** You must have the approval of the division dean (health, technical or academic) that your education plan is justified. (Appendix B)
- **An Unofficial Transcript**

_____ Students have attempted 150% of credit hours required for graduation in their program of study/major.

There are four required attachments for progress problems due to having attempted 150% of the credit hours required for a program of study/major. Failure to include these items will result in automatic denial.

- **A detailed letter of explanation.** Please make sure to address the specific semesters where you experienced academic problems or withdrawals. Include what actions you took to make an effort to meet your responsibilities during the time of your mitigating circumstances and how your circumstances have improved.
- **Proof** that the event you describe occurred. (Statement from your physician , medical bills, police report, obituary, etc.)
- **An Educational Plan** showing the courses you must take to graduate from WSCC with your declared major. Please meet with your advisor and put together a plan for each semester you plan to enroll until your graduate. (Appendix A) This plan should include your long term goals and why you have not met graduation requirements. It should also include what actions you have taken to make sure you graduate in the near future. (Appendix A)
- **An Unofficial Transcript**

Send required documents to:

**Wallace State Community College
Financial Aid Office
P.O Box 2000
Hanceville, AL 35077-2000**

FOR OFFICE USE ONLY

Hours Attempted _____ Hours Completed _____ GPA:

Major change: _____

Appeal Committee Approved , Denied ,

Recommendation

FA Official Signature

Date

EDUCATION PLAN UNTIL DEGREE IS EARNED

Name: _____ Student No. _____

Semester: _____ Tuition, Fees, Books, etc. _____

Course Prefix	Number	Title of Course	Credit Hours

Semester: _____ Tuition, Fees, Books, etc _____

Course Prefix	Number	Title of Course	Credit Hours

Semester: _____ Tuition, Fees, Books, etc _____

Course Prefix	Number	Title of Course	Credit Hours

Semester: _____ Tuition, Fees, Books, etc _____

Course Prefix	Number	Title of Course	Credit Hours

EDUCATION PLAN UNTIL DEGREE IS EARNED

Name: _____ Student No. _____

Semester: _____ Tuition, Fees, Books, etc. _____

Course Prefix	Number	Title of Course	Credit Hours

Semester: _____ Tuition, Fees, Books, etc. _____

Course Prefix	Number	Title of Course	Credit Hours

Semester: _____ Tuition, Fees, Books, etc. _____

Course Prefix	Number	Title of Course	Credit Hours

Semester: _____ Tuition, Fees, Books, etc. _____

Course Prefix	Number	Title of Course	Credit Hours

Projected Graduation Date _____ Advisor
Student: _____ Date

Financial Aid Appeal Dean Approval Form

Directions: Students that have used three majors/programs of study while receiving financial aid are required to appeal to continue to use their aid since they have exceeded the 150% guidelines established by the U. S. Department of Education. The USDE determines that a student is allowed to take 150% of the coursework required to graduate from a specific program. Students who have changed their majors/programs of study several times use up their eligibility in this area of progress.

As part of the appeal process the student must show why this program change is necessary at this point in their education. This is the final program at Wallace State that the student will be allowed to receive financial aid.

Student Name: _____ Student Number _____

List of previous majors/programs of study

New Major/Program of Study

Please circle one: Academic Division Health Division Technical Division

Explanation why this change is necessary:

Dean's Signature _____ Date _____

I understand by requesting this approval that I am expected to attend classes, complete assignments and complete my associated degree plan with this major.

Student's Signature _____ Date _____