



WALLACE STATE HANCEVILLE

Financial Aid Appeal Form Satisfactory Academic Progress Appeal

Name _____ Student Number _____

Major _____ Number of Credit Hours Needed for Graduation in Program _____

Student Signature

Date

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. It is the **student's** responsibility to stay informed of the SAP standards and to monitor their own progress. The Office of Student Financial Services will send notification to students who we expect may be out of compliance. 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. All appeals must be submitted by the two weeks prior to the first day of the term.

Students are allowed **two** program 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 dean. Appeals are submitted to the Financial Aid Director. The student will receive a notification letter with the result. **Note: 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.**

Examples of Mitigating Circumstances (Please check all that apply)

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.

There are three required attachments. Failure to include these items will result in automatic denial.

- A detailed letter of explanation.** Please make sure to address the terms 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.
- For more than 150% hours attempted:** Describe your goals at WSCC, explain why you have not met graduation requirements yet and provide any documentation available to support your reasons. What actions have you taken to make sure you graduate in the near future?
- Proof** that the event you describe occurred. (Statement from your physician, medical bills, police report, obituary)
- An Educational Plan** showing the courses you must take to graduate from WSCC with your declared major. Please print your Degree Plan from the website or obtain a copy in admissions.

Send required documents to:

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

OFFICE USE ONLY

Hours Attempted _____ Hours Completed _____ GPA: _____ Major change: _____

Approved Denied _____

FA Official Signature

Date