



Office of Financial Aid  
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## 2024-2025 SATISFACTORY ACADEMIC PROGRESS (SAP) APPEAL FORM

**STUDENT NAME:** \_\_\_\_\_ **SCC ID:** \_\_\_\_\_

TERM	SUBMIT APPEALS ON or AFTER:	DEADLINE DATE:
Fall 2024	July 1, 2024	August 23, 2024; 5 pm Central Time
Spring 2025	December 1, 2024	January 24, 2025; 5 pm Central Time
Summer 2025	May 1, 2025	May 30, 2025; 5 pm Central Time

Federal regulations require students to meet Satisfactory Academic Progress (SAP) standards in order to receive federal financial aid.

SAP has three (3) components. A student must:

1. Successfully complete 66.7% of all attempted credit hours,
2. Maintain a 2.0 cumulative grade point average (GPA) or higher. (SAP calculations use a higher GPA if your program requires a higher standard) and
3. Complete their program of study within 150% of the minimum credit hours required for the program. This includes earned transfer credit hours and all credit hours attempted at SCC.

You have the right to appeal your ineligibility if you experienced unforeseen, significant, and documentable extenuating circumstances. An extenuating or unforeseen circumstance is a significant life experience where the situation or outcome was beyond your control, could not be predicted or planned, and prevented you from succeeding academically. Below are examples of extenuating circumstances and suggested documentation. Supporting documentation is encouraged. Your appeal and the supporting documentation will remain confidential.

Examples of Extenuating Circumstances and Documentation	
Medical illness, injury, or disability	• Letter from health care provider with dates of medical service
Death of an immediate family member	• Obituary or death certificate • Include date and indicate relationship to the deceased
Personal/Family Issues (Divorce, Separation, Domestic Violence, Assault)	• Divorce decree • Letter from an attorney, counselor, or therapist • Police Report
Military Service	• Copy of military orders or DD-214
Housing Issues	• Eviction/Foreclosure Notice

Examples of Nonacceptable Circumstances	
• Your need for financial aid	• You did not like the instructor
• Lack of knowledge of SAP standards	• You did not know what major to choose
• You did not know what classes to register for	• You stopped attending classes
• You were too young/immature or not focused/committed to your education	• You have already used the circumstance and cannot provide any new information.

## APPEAL PROCESS

***STOP! Do not submit an incomplete appeal as it will be automatically denied.***

All appeal documents **must** be submitted to Financial Aid between the submit date and the deadline date for the term in which you are requesting reinstatement of your financial aid. Please ensure the following items are included in your appeal.

- Satisfactory Academic Progress Appeal Form, with student signature.
- A typed or written statement identifying your Extenuating Circumstances. If this is a subsequent appeal, the extenuating circumstances must be different from your prior appeal(s) and why you were unable to adhere to your prior appeal commitment. Address all terms of academic difficulty, including course withdrawals, as SCC considers all terms of enrollment. For Timeframe appeals, you may address reasons why you have not completed your program within the allotted credit hours, such as program changes, transfer credits, repeated coursework, etc.
- A typed or written Correction Action statement explaining what has changed in your situation that will help you to be academically successful. This statement should be separate from the written statement and contain enough detail for the committee to make an informed decision regarding your status.
- Supporting documentation that can support your written statement is strongly suggested.
- Once a complete appeal has been submitted, it may take three to four weeks to receive a decision.

## STUDENT AGREEMENT

- I understand that, if a decision on my appeal has not been made by the course refund date(s), I must make payment arrangements with Student Accounts. **I understand that my appeal could be denied.**
- I certify that the information on this appeal form and all attachments are complete, true, and accurate to the best of my knowledge.
- I understand that **all** information must be provided and be complete for this appeal to be considered. I understand this appeal is a request for reinstatement but does not guarantee that financial aid eligibility will be restored.
- I understand the decisions made by the Appeal Committee are **final** and I am responsible for all institutional charges if my appeal is **denied**.
- I understand if my appeal is approved, my academic progress will be reviewed each term, and failure to meet the conditions of my appeal may result in the loss of future financial aid.
- If my SAP appeal is approved, I agree to maintain a minimum GPA of 2.000 or higher, have a 100% completion rate per term, and if timeframe approval, successfully complete my degree within five semesters of probation/academic plan status.
- I understand in order to submit an appeal I must comply with the SAP policy and all other eligibility requirements set forth by The Office of Financial Aid at Southeast Community College.
- I understand that all communication will be sent **ONLY** to my SCC email. Failure to respond to requests could result in the loss of Financial Aid eligibility.

**STUDENT SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_**

*Signature must be handwritten, E-signatures (including digital finger/stylus signatures) will NOT be accepted!*