

2019 FALL FINANCIAL AID SAP APPEAL FORM

DIRECTIONS: Review each section for instructions. All three sections must be completed and Section II signed. Please see PCC SAP Appeal Guidelines and PCC SAP Appeal Policy that is attached.

Section I.

Please check which box applies to your situation. This information can be found in your Student Self Service Account. (Please write legibly)

- My cumulative GPA is below 2.0
- My passing rate is below 67%
- Both GPA and Pass Rate is below the required levels
- I have exceeded 150% maximum timeframe

Student ID: _____

Last Name: _____ First Name: _____ MI _____

Address _____ City _____ State _____ Zip _____

Appeals should be submitted the semester before you plan to return. If you do not plan on attending FALL 2019, do not submit an appeal at this time.

Please note: you are still required to submit your FAFSA for 2019-2020 and complete any required documents.

Section II.

DIRECTIONS: An appeal can only be submitted if a student's failure to make satisfactory academic progress is based upon events beyond their control. Please indicate which circumstance below best applies to you (must check at least one):

- Illness or Injury** (myself or immediate family member) which prevented my attending class(*Immediate family is spouse, parents, step-parents, children, step-children, grandparents, siblings, step-sibling*)
Pregnancy alone is not an appealable reason UNLESS unforeseen pregnancy complications occur, which results in bedrest or extended hospitalization. Documentation is required.
- Death of Immediate Family Member** (*Immediate family is spouse, parents, step-parents, children, step-children, grandparents, siblings, step-sibling*)
- Required Court Dates** (*please attach court documents*)
- Childcare or Transportation issues** (*Car repairs must be major, costly repairs, not routine maintenance.*)
- Unavoidable Work Conflict** (*excessive work hours or unavoidable schedule changes*)

Financial Aid SAP Appeal Consent

I have read the Financial Aid Satisfactory Academic Progress Appeal Request form including the SAP Appeal Policy attached. I understand that the Financial Aid Appeals Committee WILL NOT review my appeal if this form is incomplete. I understand that I must provide documentation for each unsuccessful term. I also understand that I will be notified of the decision through my Pitt student email account at the end of this Summer term on August 9, 2019.

Signature _____ Date: _____

**Deadline July 26, 2019
by 1PM**

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Section III.

DIRECTIONS: In the following section, you will address the semesters of poor performance. This includes ALL W'S, OW'S, F'S AND R'S. Please refer to your unofficial transcript to determine which semesters need to be addressed. YOU MUST DISCUSS AND DOCUMENT EACH SEMESTER YOU DID NOT PASS/EARN ALL ATTEMPTED CLASSES.

Semester _____ **Year** _____

Please describe the circumstance(s) that was beyond your control: (Attach documentation)

How has this issued been resolved?

Semester _____ **Year** _____

Please describe the circumstance(s) that was beyond your control: (Attach documentation)

How has this issued been resolved?

Semester _____ **Year** _____

Please describe the circumstance(s) that was beyond your control: (Attach documentation)

How has this issued been resolved?

- If you require additional space, print this section again and attach with your finished appeal.

**Deadline July 26, 2019
by 1PM**

2019 FALL FINANCIAL AID SAP APPEAL FORM

SAP Appeal Policy

Appeal Process

1. Students may appeal their suspension/termination of eligibility for financial aid only for “extraordinary circumstances: to the Financial Aid Appeals Committee. See below for example of extenuating circumstances:
 - a. Serious Illness
 - b. Accident
 - c. Death of an immediate family member
 - d. Act of Nature (Flooding, hurricane, fire, tornado, etc. causing extensive damage to home)
2. Appeals must be on the official appeals form and MUST have appropriate documentation attached.
3. Appeals must be submitted before the deadline date.
4. Appeals will be limited to a total of 3 appeals if for GPA or Pass Rate
5. Appeals will be limited to 1 appeal if for 150% Maximum Timeframe
6. Appeals are reviewed once each semester after final grades for the term have posted.
7. The decision of the appeals committee is subject to final review by the Vice President of Student Development Services.

Appeal Process for GPA or Pass Rate

1. A SAP counselor will review appeals to determine if they meet certain criteria. If criteria is not met, then appeal will not be reviewed.
 - a. Student must be appealing for the following reasons
 - i. Illness or injury (student or immediate family member)
 - ii. Death of immediate family member
 - iii. Transportation issues
 - iv. Unavoidable Work Conflict
 - v. Other Unavoidable Event
2. A SAP counselor will determine whether or not student can regain satisfactory academic progress (2.0 GPA and 67% pass rate) within the required timeframe. This timeframe is one year or 32 credits.
 - a. If student will not be able to regain eligibility within timeframe, the appeal will be denied.
 - b. If student is able to regain eligibility within time frame, the appeal will go to the Financial Aid Appeals Committee.
3. If approved, appeals will give a time frame of 1 year (3 consecutive semesters) from the date of approval to regain satisfactory academic progress. At that time, if a student is unable to meet satisfactory academic progress (2.0 GPA and 67% pass rate) within that 1 year timeframe (3 consecutive semesters), the appeal will be canceled and the student will be responsible for the amount of their tuition, fees, and books.
4. If denied, a student will be responsible for the amount of their tuition, fees, and books.

Appeal Process for 150% Maximum Timeframe

1. A SAP counselor will review appeals of students who violate the 150% maximum timeframe to determine if they meet certain criteria. If criteria is not met, then appeal will not be reviewed
2. Students must have the following included in their appeal:
 - a. Student must have their academic advisor to determine their expected graduation date
 - b. Student must attach their SEP (Student Educational Plan)
3. A SAP counselor will determine whether or not student can complete the program within the required timeframe
 - a. If student will not be able to complete within the allowable timeframe, the appeal will be denied.
 - b. If student is able to complete the program within the allowable timeframe, the appeal will go to the Financial Aid Appeals Committee.
4. If approved, appeals for 150% Maximum Timeframe will give a timeframe of 1 semester (the student’s immediate next semester). It is imperative that the student graduates at that time, as there will not be any opportunities to appeal for 150% Maximum Timeframe again.

**Deadline July 26, 2019
by 1PM**

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PCC SAP APPEAL GUIDELINES

1. Log in your Self Service to determine why you need to do an appeal – GPA below 2.0, pass rate below 67%, Both GPA and pass rate below the required levels, or have exceeded the maximum 150% .
2. Identify which circumstance applies to you – (Illness/Injury, death, court dates, transportation, etc)
3. Identify the semester and year of poor performance (use the unofficial transcript)
4. Briefly explain why you failed to make satisfactory academic progress – repeat for each term that you had poor performance or withdrawals. Make sure you print clearly. If the appeal committee cannot read it, it will be sent back to you.
5. Attach and label the documentation. The documentation should have the semester and year written at the top of the document. For example, if you are explaining why you withdrew from the 2017 fall semester your documentation should have ‘2017 fall’ written at the top of the document. (Do not submit your entire medical history – only the pertinent documents.)
6. Documentation is mandatory. Failure to provide documentation for all semesters of poor performance will lead to denial of your appeal.
7. For poor performance 10 years old or more, documentation is recommended but not required. This is the only scenario where having no documentation is acceptable.
8. Submission of this appeal does not guarantee approval. Having your appeal reviewed before submission also does not guarantee approval.
9. Decisions for student’s not currently enrolled will be emailed to your PCC email in 7-10 business days. Currently enrolled students will receive their decision via PCC email by August 9, 2019 at 5:00 PM.

Submit at Financial Aid Window by 1pm, July 26, 2019

YOU MUST SUBMIT THIS APPEAL IN PERSON TO THE FINANCIAL AID OFFICE OR THROUGH MAIL WITH POSTMARK DATED ON OR BEFORE DEADLINE. NO FAXED OR EMAIL COPIES OF APPEALS WILL BE ACCEPTED.

May be mailed to:

Pitt Community College
ATTN: Financial Aid
P.O. Drawer 7007
Greenville, NC 27835

Postmark date must be on or before the July 26, 2019 deadline

**Deadline July 26, 2019
by 1PM**