



SATISFACTORY ACADEMIC PROGRESS (SAP) APPEAL

Student Information

Name: _____ ICC Student ID #: _____

Phone Number: _____

ICC Email Address: _____@student.isothermal.edu

Program of Study: _____ Credit Hours Remaining: _____

Expected Graduation Date: _____

Semester and Year for Appeal: ☐ Fall _____ ☐ Spring _____ ☐ Summer _____

Is this your first SAP appeal? ☐ Yes ☐ No

- If no, last appeal semester: _____ Year: _____

Reason for Appeal (Check all that apply and provide documentation)

- ☐ Cumulative GPA below 2.0
- ☐ Completion rate below 67%
- ☐ Exceeded 150% Maximum Time Frame (MTF)

Please indicate which circumstance below best applies to you (must check at least one):

- ☐ Illness or Injury (self or immediate family member) — attach medical documentation
- ☐ Death of Immediate Family Member — attach obituary, funeral program, or death certificate
- ☐ Required Court Dates — attach court documents
- ☐ Justice Involved — attach proof of incarceration dates or relevant court documents
- ☐ Unavoidable Work Conflict — attach employer statement on company letterhead
- ☐ Transportation or Childcare Issues — attach proof that the issue has been resolved
- ☐ Other Unavoidable Event — attach third-party documentation (no family members)

Examples NOT accepted for appeal: "I was young." "I didn't realize withdrawals would hurt." "I didn't take school seriously before."

Personal Statement

Semester: _____ Year: _____

Explain the circumstances beyond your control:

Explain what has changed to help you succeed moving forward:

(Attach additional pages if needed.)

Appeal Approval Process

If your appeal is approved, you will be notified by email. Your financial aid status will be updated to **Probation by Appeal**. This status will remain in effect as long as you continue to meet all the following standards each semester:

- Complete at least **75% of all attempted classes**
- Maintain a **minimum semester GPA of 2.25**
- Register only for courses required for your active, primary program of study
- Remain in current academic program (Max Time Frame only) –
If you change programs after your appeal is approved, the appeal becomes void and a new appeal will be required

If you are appealing due to exceeding the maximum time frame, an Academic Plan form will be sent by Financial Aid staff to your college navigator/faculty mentor for completion. This plan is used to outline your expected completion timeline, as Max Time Frame appeals are limited to a maximum of four semesters.

Failure to meet these standards will result in termination of your financial aid unless you qualify for a second appeal based on a **new, documented extenuating circumstance**.

You may submit a maximum of **two SAP appeals** for Pell and state grants. A third appeal may be submitted for **Powers Scholarship eligibility only** and must also be based on a new extenuating circumstance.

Continued appeal eligibility is reviewed after final grades are posted each semester. You will be notified of any change in status by ICC email.

Student Checklist

Before submitting, ensure you have included:

- ☐ This completed SAP Appeal Form (all blanks filled)
- ☐ Documentation supporting your circumstances (GPA and Completion Rate appeals only)

Student Acknowledgment

By signing below, I affirm that:

- The information provided is true and complete.
- I understand the requirements I must meet if my appeal is approved.
- I understand that if I do not meet the 75% completion rate and maintain a 2.25 GPA each semester while on appeal, my appeal will be terminated.
- I understand that appeals are processed after final grades are posted for the current semester.

Student Signature: _____ Date: _____

Financial Aid Office Use Only

Received by: _____ Date: _____

Appeal Decision:

- ☐ Approved
- ☐ Denied

Reviewed by: _____ Date: _____