

Please read the instructions before completing this form.

Financial Aid Services

The SAP Restriction Appeal



<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Last Name	First Name	Student ID	Date

I am completing the SAP appeal in order to receive aid for:

Fall _____ Year
 Winter/Spring _____ Year
 Summer _____ Year

Step 1: Please answer the following two questions.

1. Describe the extenuating circumstances that prevented you from meeting the SAP standards. Be sure to include relevant details and dates. If more space is needed, attach an additional statement with this form.

2. What has changed in your situation and what steps have you taken that will allow you to make satisfactory academic progress in your next term of enrollment? Provide information about improvements in study skills, health, family situations, employment, finances etc. If more space is needed, attach an additional statement with this form.

Step 2: List the documentation you will submit with your appeal.

Step 3: Complete your Academic Plan with Admissions and Advising.

Step 4: Submit the Appeal Form, Academic Plan, and supporting documents to Financial Aid Services.

Financial Aid Services 10901 Little Patuxent Pkwy Columbia MD 21044	443-518-1260; 443-518-4576 (FAX) finaid@howardcc.edu www.howardcc.edu
CRI: FACYRAF (<i>Fall</i>) FACYRAS (<i>Spring</i>) FACYRAM (<i>Summer</i>)	
ImageNow	Doc type: UG Finaid SAP FA Doc Name: S-Restriction Appeal
Work Flow	Main: FAS Document Processing Sub-queue: SAP First Review

SAP Restriction Appeal Academic Plan



Last Name

First Name

Student ID

I understand that if my appeal is approved, each semester I will need to meet the requirements, below.

If I have attempted 1–40 credits,

- I must maintain a minimum semester GPA of 2.5.
- I must maintain a minimum semester Pace of 57%.

Once I reach 41 or more attempted credits,

- I must maintain a minimum semester GPA of 3.0.
- I must maintain a minimum semester Pace of 67%.

Once I exceed the Maximum Timeframe,

- I must maintain a minimum semester Pace of 67%.

Please initial: _____

I understand:

- I must continually meet the terms of my academic plan as stated above.
- I must adhere to the terms of my degree audit/degree completion plan and I can only take those courses outlined in my degree audit/degree completion plan.
- If I change my major, I must meet with an academic advisor to complete a new plan which I must provide to Financial Aid Services.
- If I fail to meet the terms of this plan, I will no longer be eligible to receive financial aid.
- I am responsible for reading and understanding the HCC Financial Aid Satisfactory Academic Progress (SAP) policy as outlined in the college catalog and on the HCC website.
- It is a violation of the HCC student code of conduct for another person to complete and/or submit this form on my behalf. I certify that the information provided on this appeal request form has been written and provided by me, the student, and is accurate and complete.
- If my appeal is pending or denied and I am enrolled in the subsequent term after I failed to meet the SAP standards, I must make immediate payment arrangements with the Cashier's office (including tuition and fees and any bookstore charges incurred).
- If my appeal is approved, I understand that my awards will be reinstated based on availability of funding and that I am responsible for any outstanding balance owed to the college.

I have read and I understand the above statements. Please sign below.

Student's Handwritten Signature

Date

Advisor Section—to be completed and signed by an academic advisor or retention specialist

Student's program(s) of study: _____

Discussion with student included:

- Program of Study
- Possible change of program
- Discussed credit load
- Referral to Student Support Services for tutoring
- Referral to Student Support Services cohort group
- Other: _____

Suggested courses for upcoming _____ term:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

Name of advisor or retention specialist (PRINT)

Signature

Date