

## 2021-2022 Satisfactory Academic Progress (SAP) Appeal

**STUDENT INFORMATION:**

Student Name: \_\_\_\_\_ Student's "A" Number: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

Program of Study: \_\_\_\_\_

**TERM FOR APPEAL:**

 Please indicate the term for which you are requesting reconsideration: *Appeal forms are due 30 days before the first day of class for the semester indicated.*
 **FALL 2021**  
*Submit by July 23, 2020*
 **Spring 2022**  
*Submit by December 10, 2021*
 **Summer 2022**  
*Submit by April 23, 2022*
**SAP Guidelines**

Federal regulations require Enterprise State Community College to determine whether a student is maintaining Satisfactory Academic Progress (SAP). Students must make SAP in three areas: Cumulative GPA, pass two-thirds of all classes attempted, and cannot exceed 150% of the time frame to complete a degree/certificate. Students whose aid has been denied because they have not met the requirements of the ESCC SAP Policy are offered the opportunity to complete the ESCC Financial Aid SAP Appeal Process. See ESCC's SAP Policy at [www.escc.edu](http://www.escc.edu) (update address). Students who fail to meet SAP will be notified by the financial aid office if they are out of compliance and not eligible to receive aid due to insufficient academic progress on "MyESCC."

**Reinstatement Request**

In some cases, a student's failure to meet SAP requirements is due to events beyond the student's control. If there are documentable circumstances for the term(s) when the student's deficiencies occurred, the student may submit this completed appeal form and provide a written statement and documentation as noted below.

**STEP 1: Below please indicate which situation/s applies to your academic difficulty:**

- Medical:** A personal medical problem contributed to your failure to maintain satisfactory academic progress. Attach documentation from a medical professional from whom you have received treatment.
- Death/Illness:** The death or illness of an immediate family member contributed to your lack of academic progress. Attach appropriate copies of medical records, death certificate, obituary, etc.
- Military Service:** You have withdrawn due to military service. Attach a copy of your military orders.
- Other Circumstances:** Clearly state the circumstances (not listed above) in your appeal letter and provide appropriate documentation.

**STEP 2: Provide a typed explanation of your circumstances.**

On the back of this form or on a separate sheet of paper explain in detail the circumstances which directly affected your academic progress and the steps that you are taking to improve your academic record.

**STEP 3: Please read and initial each statement below:**

\_\_\_\_\_ I understand that my application must be received by the ESCC Financial Aid Office 30 days prior to the start of the semester for which I am trying to establish eligibility. If I appeal after this deadline I understand that I am responsible for paying before the end of the drop/add period.

\_\_\_\_\_ I understand that submission of a SAP appeal does not guarantee reinstatement of eligibility and I am responsible for making payment arrangements for any charges I owe regardless of the outcome of my appeal.

\_\_\_\_\_ I understand that I must schedule an appointment for SAP counseling at which time my appeal will be reviewed and either approved or denied.

\_\_\_\_\_ I understand that if my appeal is approved, I must not drop any classes.

\_\_\_\_\_ I must pass every class in which I enroll, and must have a GPA of at least 2.0 for each semester, until I am off probation, or my probationary eligibility will be terminated.



\_\_\_\_\_ I understand that an incomplete application will receive an automatic denial.  
\_\_\_\_\_ I understand that if I submit this appeal form after the designated deadline, my request will not be evaluated until the next term.

---

**Appeal Results Student Acknowledgments:**

- If **DENIED**, by signing below I understand that decisions are processed on a case-by-case basis and the committee may deny any SAP appeal. I also understand that the decision of the appeal committee is final.
- If **APPROVED**, by signing below I recognize that I am expected to make academic progress as detailed
  - Taking at least 6 hours of classes
  - Pass all courses and no withdrawals
  - Only register for courses in my Degree Plan. Additional courses or program changes are not allowed until progress is current.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please submit completed documents to [financialaid@esc.edu](mailto:financialaid@esc.edu), or send required documents to:

Enterprise State Community College  
P.O. Box 1300  
Enterprise, AL. 36331  
or  
Fax to 334-347-5569

Alabama Aviation College  
3405 South US Highway 231  
Ozark, AL. 36360  
or  
Fax to 334-774-0477

---

**FOR OFFICE USE ONLY:**  
(Reason student is not making SAP)

- 1) Hours attempted: < 67%
- 2) GPA: < 2.0; < 1.75; <1.5.
- 3) Time Frame: >150%

Appeal Approved or Appeal Denied (Please Circle)

Appeals Committee Initials: \_\_\_\_\_ Date: \_\_\_\_\_

FA Official Signature: \_\_\_\_\_ Date: \_\_\_\_\_