



## Federal Financial Aid Satisfactory Academic Progress Policy and Appeal

*Appeal Deadlines: November 1 for the fall term, April 1 for the spring term, and July 1 for the summer term.*

Federal regulations require the Office of Financial Aid to monitor the academic progress of all Federal Financial aid students. If extenuating circumstances prevented you from meeting the Satisfactory Academic Progress requirements below, you may appeal the suspension of your financial aid eligibility by completing this form.

### Satisfactory Academic Progress is based upon three measurements:

- 1) Pace - Completion of attempted credit hours

*You must complete 67% of the credit hours you attempt. W's, F's, and I's are considered failure to complete.*

- 2) Cumulative grade point average

*You must maintain a 2.0 cumulative GPA*

- 3) Maximum time frame

*You may not attempt credit hours in excess of 150% of the hours necessary to obtain your stated degree or certificate. For example, if your degree requires 60 credit hours for graduation, you may not exceed 90 attempted credit hours.  $60 \times 150\% = 90$*

### Before filing a Satisfactory Academic Progress Appeal, please consider the following:

- By completing this form, you are requesting an exception to the Federal Financial Aid Satisfactory Academic Progress Policy and to have your federal financial aid eligibility reinstated.
- Appeals are considered on a case-by-case basis.
- Incomplete appeals will be denied.
- If you have been academically dismissed from HutchCC, you must be reinstated before your financial aid appeal will be considered.
- Appeal approval does not guarantee you will be eligible for federal financial aid. You must meet all other federal financial aid requirements to qualify.
- You are not eligible for any federal financial aid while your appeal is being considered.
- Allow 2-3 weeks for appeal processing.
- Financial Aid Appeal decisions are **final**.

***NOTE: Only extenuating circumstances will be considered for appeal. Extenuating circumstances must be unexpected circumstances that are beyond the student's control (illness, injury, death, etc.). Typical adjustments to college life such as underestimating the time required for studying, failing to manage one's time wisely, or failing to attend class on a regular basis without documented hardship will not be considered as extenuating circumstances!***

***Need assistance with your appeal? Contact the Student Success Center at 620-665-3377 or [worthamm@hutchcc.edu](mailto:worthamm@hutchcc.edu) for an appointment.***

If you have thoroughly read and understand the information above and wish to file an appeal for consideration, please complete the form below and submit it along with the required statements and documentation to the Financial Aid Office for review. You will be informed of the decision within five business days of the date your appeal was reviewed.

Name: \_\_\_\_\_ Student ID# \_\_\_\_\_

**Appeal Deadlines: November 1 for the fall term, April 1 for the spring term, and July 1 for the summer term.**

What degree or certificate are you pursuing? \_\_\_\_\_

When do you anticipate completing your degree or certificate? Fall 20\_\_\_\_ Spring 20\_\_\_\_ Summer 20\_\_\_\_

### Section 1: Type a Satisfactory Academic Progress Appeal

Please mark below the circumstances that have prevented you from maintaining a satisfactory completion rate, GPA, or why you have exceeded the maximum number of credit hours allowed for your degree.

**Check all that apply:**

- ☐ Academic major or career change  
☐ Death of relative

- ☐ Illness or injury  
☐ Personal or emotional problems

☐ Other extenuating circumstance: \_\_\_\_\_

☐ Attach a **detailed, typed, and signed** statement explaining how the extenuating circumstances above have prevented you from maintaining a satisfactory completion rate, GPA, or why you have exceeded the maximum number of credit hours allowed for your degree.

**NOTE: Only extenuating circumstances will be considered for appeal. Extenuating circumstances must be unexpected circumstances that are beyond the student's control (illness, injury, death, etc.). Typical adjustments to college life such as underestimating the time required for studying, failing to manage one's time wisely, or failing to attend class on a regular basis without documented hardship will not be considered as extenuating circumstances!**

☐ Attach a **detailed, typed, and signed** statement explaining what steps you are taking to ensure that you will complete your current degree plan successfully. This may include tutoring, accessibility services, counseling, etc.

### Section 2: Required Documentation

☐ Attach date specific, relevant documentation. You must provide documentation of the circumstances you have indicated above. Appropriate documentation may include: death certificates, obituaries, police/accident reports, court records, attorney letters, or **typed, signed** statements from Physicians or other relevant third party professionals such as therapists, instructors, advisors, etc. **Do not submit original records! They will not be returned. Make sure all copies are legible. Include your student ID and name on all documentation.**

**Affirmation:** By signing below, I certify that all information I have submitted is accurate and verified with supporting documentation.

Signed \_\_\_\_\_ Date \_\_\_\_\_