



## Federal Financial Aid Satisfactory Academic Progress Policy

*Appeal Deadlines: September 30 for the fall term, February 28 for the spring term, and July 15 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 denial 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 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 in which to complete a course of study  
*You may not attempt credit hours in excess of 150% of the hours necessary to obtain your stated degree or certificate. Transfer hours accepted by HCC and posted to your HCC transcript are counted as attempted credit hours. All attempted hours are considered regardless of whether or not they apply to your current degree or certificate.*

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

- You must be enrolled. If you are not enrolled, you must provide a proposed schedule and evidence that you are working towards resolving any unpaid balance that you owe HCC.
- You cannot appeal a Warning status. You may only appeal if you are on Denial.
- You must make payment arrangements with the Business Office while your appeal is being reviewed.
- 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. This is an appeal process and your case may be denied.
- Incomplete appeals will not be reviewed.
- If you have been academically dismissed from HCC, you must be readmitted before your financial aid appeal will be processed.
- Approval does not mean you will be eligible for federal financial aid. Other factors may prevent you from being eligible.
- Financial aid funds will not be available until the appeal has been approved.
- If you are a transfer student, all academic transcripts must be received and evaluated by our Records Office prior to your appeal being reviewed.
- Allow 2-3 weeks for appeal processing.
- All Financial Aid Appeal Committee 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. 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.***

If you have thoroughly read and understand the information above and wish to file an appeal for consideration, please complete the back of this form and return it to the Financial Aid Office for review. You will be informed of the committee's decision within five business days of the date your appeal was reviewed.

# Satisfactory Academic Progress Appeal Request

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

**Appeal Deadlines: September 30 for fall term, February 28 for spring term, and July 15 for summer term.**

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

What semester 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:

- |   |   |
|---|---|
| <input type="checkbox"/> Academic major or career change      | <input type="checkbox"/> Serious Illness or Injury      |
| <input type="checkbox"/> Death of Immediate Family Member     | <input type="checkbox"/> Personal or emotional problems |
| <input type="checkbox"/> Other extenuating circumstance _____ |   |

Attach a detailed **typed and signed** statement explaining how extenuating circumstances 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. 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. Extenuating circumstances may include, but are not limited to: medical conditions or serious illness, documented learning disabilities, death or illness of family member or friend, domestic violence, documented change in employment, etc.

Attach a detailed **typed and signed** statement explaining what actions you are taking to ensure that you will complete your current degree plan successfully. This may include classes you plan to repeat; what kind of grades you need to earn; and course(s) remaining to complete your degree. Your plan may cover more than one term.

## 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.**

Attach a Satisfactory Academic Progress Academic Plan **signed by both you and your advisor**. Degree audits and copies of the catalog are not acceptable. Appeals without a signed Academic Plan will be considered incomplete and will not be reviewed by the committee.

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

### I have read and understand the following:

- 1) The Financial Aid Appeals Committee will not review any Satisfactory Academic Progress appeal/plan that is incomplete or lacks documentation.
- 2) Decisions are made on a case-by-case basis. The decision of the Satisfactory Academic Progress Committee is final.
- 3) I have read and clearly understand the HCC Satisfactory Academic Progress Policy which is available online at <http://www.hutchcc.edu/administration/financial-aid/satisfactory-academic-progress>.
- 4) I understand that, if granted probation, I must abide by any recommendations of the Financial Aid Appeal Committee.

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

**Return To:** Hutchinson Community College, Financial Aid Office, 1300 N Plum, Hutchinson, KS 67501  
Phone: 620.665.3568 or 1.888.GOHUTCH Fax: 620.728.8149 E-mail: [finaid@hutchcc.edu](mailto:finaid@hutchcc.edu)  
(Please return electronic files in PDF format) Revised: 01/2021

## Satisfactory Academic Progress Academic Plan

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

The following courses are required for me to complete my degree or certificate. Please attach additional pages if necessary. **Do not attach pages from the catalog or a copy of your degree audit. Plan must be signed by student and advisor before the committee will review the appeal.**

COURSE NUMBER	COURSE TITLE	CREDIT HOURS

I, the student, understand that if this academic plan is approved by the Financial Aid Appeal Committee, I will only receive financial aid if I take the classes listed above. I understand that classes taken under an approved plan must be completed in accordance with the standards otherwise set forth by the Satisfactory Academic Progress Policy, or my financial aid will be denied.

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

I, the student's advisor, have reviewed the student's transcripts and determined that the above listed classes are necessary to graduate from Hutchinson Community College.

\_\_\_\_\_  
Academic Advisor's Signature

\_\_\_\_\_  
Date