



2021-2022

Satisfactory Academic Progress Petition

Student Financial Services has established a process to review petitions related to Satisfactory Academic Progress. In general, the petition process is not to be used to extend the student’s financial aid eligibility. Therefore, petitions for Maximum Time Frame (MTF) may be denied. **While waiting for a decision on your petition, you MAY and should go to class.**

Deadline dates to file a petition

Summer 2021: May 17, 2021

Autumn 2021: August 17, 2021

Spring 2022: January 03, 2022

Petitions received after the deadline date will be reviewed; however, if the petition is approved, the student will regain eligibility for financial aid beginning the next semester enrolled. The petition may not be considered for the next semester if at the time the petition is reviewed, the student’s financial aid file is in an incomplete status.

For which reason is the student not meeting Satisfactory Academic Progress?

Below 2.0 GPA
(see part A)

Below 67% completion rate
(see part A)

Exceeded MTF
(see part B)

Terms not meeting SAP: _____

****** If not meeting all requirements listed above, please complete both parts A & B of the appeal requirements.**

Part A: To appeal for not meeting the 2.0 GPA requirement and/or not meeting the 67% completion rate requirement, please complete and submit the following items:

1. **A personal typed statement is required.** Explain in detail **in the following format** the reasons that caused your cancellation status. **Failure to provide all items listed below will result in the immediate denial of your petition.**
 - Explain in detail what happened in **EACH** academic term where you did not meet the 2.0 GPA and/or the 67% completion rate.
 - Provide 3rd party documentation of those circumstances to support your statement. *If providing a statement from a 3rd party it must be on letterhead or notarized.
 - Explain in detail how those circumstances are resolved and will no longer be an issue moving forward.
 - Provide 3rd party documentation showing the resolution of each circumstance listed in your statement. *If providing a statement from a 3rd party it must be on letterhead or notarized.
 - Explain in detail your plan for improvement on your past academic performance.
 - Provide documentation showing you have taken steps towards improving your academic performance.
2. **Provide a copy of your loan and Pell history from the Federal Student Aid website, studentaid.gov.** Under “My Aid”, select “View Details” then “Loans” and “Grants” to view and print your aid history.
3. **Meet with an academic advisor or faculty advisor to complete the Academic Timeline (see page 2).**

Part B: To appeal for exceeding your Maximum Timeframe (MTF), please complete and submit the following items:

1. **A personal Typed Statement explaining the reasons that caused you to exceed the number of credit hours required for your degree.**
2. **Provide a copy of your loan and Pell history from the Federal Student Aid website, studentaid.gov.** Under “My Aid” select “View Details” then “Loans” and “Grants” to view and print your aid history.
3. **Meet with an academic advisor or faculty advisor to complete the Academic Timeline (see page 2).**

My signature attests to the accuracy of all information and documentation submitted pertaining to this petition. I understand that if my petition is approved, I will be placed on probation or an academic plan and sent an email detailing the terms of my probation/ academic plan for which I am responsible. I will reply to the email agreeing to the terms and conditions of the approved appeal. I also understand that if I do not meet the terms of my probation/ academic plan, it is highly unlikely that a second petition would be considered.

Student Name: _____ COTC ID: _____ Phone number: _____

Date: _____

