



## SATISFACTORY ACADEMIC PROGRESS APPEAL FORM

\_\_\_\_\_  
Student Name (please print)

\_\_\_\_\_  
Student ID Number

\_\_\_\_\_  
Phone Number

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

\_\_\_\_\_  
GPA

For what term are you requesting the reinstatement of your financial aid? \_\_\_\_\_

Have you met with your Advisor or a member of the Student Success Center? Yes No (Circle)

According to our records, you have failed to maintain Satisfactory Academic Progress (SAP). Please review the SAP policy online at: <http://www.hood.edu/Financial-Aid/Apply-for--Financial-Aid/Academic-Progress-Policy.html>

***You are not eligible to receive Federal Student Aid*** funding at Hood College.

You have the right to appeal the cancellation of your Federal Student Aid.

An appeal (including this form, statement of appeal, and supporting documentation) must be submitted to the Financial Aid Office to SAP Committee to be considered for the upcoming academic year. Information contained in this appeal is confidential.

Appeals are based on extenuating circumstances as detailed on this appeal form. These circumstances must have directly impacted your academic performance. Consideration for extreme circumstances **does not include lack of knowledge about college grading and class withdrawal procedures or employer/work related concerns.**

*Incomplete appeals may be considered if supporting documents are not included. However, incomplete appeals are likely to be denied leaving the student responsible for tuition, fees, books, and other educational expenses.*

The SAP Appeal Committee will carefully evaluate your past academic performance as well as your complete appeal to determine if your Federal Student Aid funds will be reinstated. If your appeal is approved, you may be required to complete an Academic Plan with an Academic Advisor. This plan can only include courses that are needed to complete your active program(s) of study. Please plan ahead by registering for required courses. Changing your program of study after approval of your appeal may result in you being required to appeal again for that program of study.

**Read the information above, complete the information on the reverse side, and submit a signed copy of this form with your appeal.**

**Your appeal must include ALL of the following:**

- 1) Completed Satisfactory Academic Progress Appeal Form
- 2) A statement addressing the following:
  - a. Explain in detail why you failed to meet academic progress (e.g., date of the event, health reasons, death of immediate family member, other type of undue hardships). Include an explanation for every F, W, AU, I, or Repeated Course listed on your Hood College transcript.
  - b. Explain how you have overcome any past issues that have contributed to your inability to maintain Satisfactory Academic Progress or steps you have taken to improve your academic performance.
  - c. List your current career goals and explain how enrollment at Hood College will help you meet these goals.
- 3) Submit supporting documentation and complete the chart below:

Select the extenuating circumstance(s) that impacted your academic performance:	List the semesters impacted by these circumstances:
<input type="checkbox"/> Health reasons – supporting documentation	<input type="checkbox"/> Ongoing: _____ <input type="checkbox"/> One Time: _____
<input type="checkbox"/> Death of an immediate family member –a copy of the death certificate or obituary	Date(s): _____ Relative: _____
<input type="checkbox"/> Hardship – documentation from a third-party professional (instructor, counselor, clergy, etc.) or legal documentation supporting your claim.	<input type="checkbox"/> Ongoing: _____ <input type="checkbox"/> One Time: _____

**Student Signature:** \_\_\_\_\_ **Date:**     /     / \_\_\_\_\_