



## Satisfactory Academic Progress (SAP) Appeal

Name:	Date:
Address:	Student ID:
City, State ZIP:	Telephone:

Appeal is for (check semester):  Fall  Spring  Sum 1  Sum 2 Year: \_\_\_\_\_

Please be prepared to pay for your tuition, fees, books, and supplies since your appeal may not be reviewed prior to the payment deadline. Appeals submitted during a registration period are not guaranteed immediate review. If your appeal is approved, you will be placed on financial aid probation with conditions that you must fulfill. You will be notified in writing, at the address on your appeal, of the result of your appeal. Calling to inquire about the result will not speed up the process.

### Appeal Instructions

Please complete this worksheet by answering all questions and providing **ALL** appropriate documentation to support your appeal. Incomplete appeals will result in a denied appeal process.

### Appeal Documentation Required

- Please select the reason as to why you are appealing the loss of Financial Aid. Provide appropriate documentation listed on the right-hand side.

	Valid Mitigating Circumstance per Federal Guidelines	Examples Of Acceptable Documentation
<input type="checkbox"/>	Personal or Family injury, Illness or Hospitalization	Medical Documents; signed statement from physician; accident report; or police report. Personal statement
<input type="checkbox"/>	Death of an immediate family member	Copy of official death cert; obituary; or announcement
<input type="checkbox"/>	Divorce or Separation	Copies of official legal documents; or signed statement from an involved third-party such as a priest, rabbi, minister, lawyer, etc.
<input type="checkbox"/>	Other Special Circumstance:	Third-Party documentation related to the circumstance.
<input type="checkbox"/>	Excessive Hours (more than 150% of degree plan attempted)	Third-Party documentation related to the circumstance.

- Meet with your academic advisor and attach your signed degree audit. Indicate Major and Academic Advisor.

Major:	Academic Advisor:
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- Complete the Appeal Essay Questions on page 2 of this Appeal Form.



**Office of Student Financial Aid**  
Road Runner Central in Student Center  
3500 S. First Street  
Lufkin, Texas 75901  
P: (936)-633-5470 F: (936)-633-5247  
E: [fareceptionist@angelina.edu](mailto:fareceptionist@angelina.edu)

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Appeal Essay Questions (REQUIRED): Please attach separate sheet if additional space is needed.

Essay #1: Explain in detail what prevented you from maintaining academic progress and what caused you to go on financial aid suspension.

Essay #2: Explain in detail what has changed in your circumstances and steps you have taken to improve your grade point average and/or completion rate.

I understand that decisions on appeals are processed on a case-by-case basis. If approved, I will be expected to make academic progress in the semester for which my appeal was approved. I understand that completion of this appeal request does not constitute approval. I will be notified of the decision at the mailing address listed on my appeal.

Signature	Date
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## Angelina College Financial Aid

### Satisfactory Academic Progress Policy

**Federal and state laws require that students must be making satisfactory academic progress (SAP)** in their course of study in order to receive federal financial assistance. These standards apply to all periods of attendance, even periods when a student did not receive financial aid. The Angelina College Financial Aid Office will assess satisfactory academic progress at the end of each payment period (Fall term, Spring term, and Summer term).

**Maximum Time Frame: A student receiving financial aid will be expected to complete his/her educational course of study within a reasonable period of time. The maximum credit hour limit is 150% of the credit hours of the published degree/ course requirements for the specific program in which the student is enrolled.** Credit hours transferred from another college or university will be included. Developmental hours will be excluded from the 150% maximum. Once the maximum attempted hours are reached, financial aid eligibility is denied for all subsequent hours of enrollment. No warning letters are provided for the maximum time frame.

**To make Satisfactory Academic Progress, a student must meet the following:**

- 1. Minimum Grade Point Average (GPA):** This is a qualitative measure that evaluates the student's GPA on coursework at Angelina College. Students will maintain SAP if their GPA is as follows:

Credit Hours Attempted	Minimum GPA
1-20 hours	1.5 GPA
21-30 hours	1.75 GPA
31 and above	2.00 GPA

- 2. Completion Pace:** This is the quantitative formula that measures whether a student is on pace to complete their education within the maximum time frame. A student must complete at least 66% of the total cumulative hours attempted. Attempted hours for financial aid purposes are the hours a student was enrolled in at the Census Date. Grades of W, I, or F will count as non-completed courses. Repeated courses are calculated as a part of pace. A grade of IP in a developmental course will be considered as completion of that course. Credit hours transferred from another institution are counted towards pace.

**Warning and Suspension:** A student will be placed on financial aid warning status for one payment period if his/her cumulative GPA or Completion Pace is less than the required as stated above. Students will still be eligible for aid for the payment period that they are on financial aid warning status. **If the student does not reach the Minimum GPA or Completion Pace standards by the end of the warning payment period he/she will be placed on financial aid suspension, and ineligible for Title IV financial aid assistance of TPEG.** Students will be notified of their warning or suspension status.

**Reinstatement of Financial Aid:** A student who has lost the eligibility for financial aid assistance may regain eligibility by making Satisfactory Academic Progress if they take coursework which raises their minimum Grade Point Average (GPA) and Completion Rate to the levels outlined above. The student should contact the financial aid office once they have met the requirements.

A student who has been placed on Financial Aid Suspension may also submit a **written appeal** of their suspension to the Financial Aid Office if they feel their inability to make satisfactory academic progress was the result of the death of a relative, an injury or illness of the student, or other special circumstances. The appeal must include a detailed explanation of why the student failed to make satisfactory academic progress by the end of the next payment period. The appeal must include a degree plan signed by the student's advisor, and supporting documentation to assist the appeal committee in making a determination.

The financial aid appeals committee will consider the written appeal, and notification of the committee's decision will be sent to the student prior to the next registration period. Financial Aid appeals will not be processed during a registration period.