



GALVESTON COLLEGE

SATISFACTORY ACADEMIC PROGRESS (SAP) APPEAL

Policy

The Higher Education Act of 1965, as amended, mandates institutions of higher education to establish a standard of satisfactory academic progress for students who receive financial aid. This standard must apply to the student's entire academic history, whether Title IV financial aid was received or not. In order to remain eligible to receive aid at Galveston College students must meet the standard specified for acceptable academic performance and for satisfactory progress toward completion of their program of study. This standard should not be confused with Probation or Good Standing as defined by academic regulations, nor is satisfactory progress affected by "academic fresh start." For the purpose of determining eligibility for federal, state, and local aid, the "Time Frame" and "Incremental Progress" components will take into account hours the student has attempted at other schools.

Components:	Minimum Requirements:
Grade Point Average	Galveston College cumulative GPA of 2.0
Completion Rate	Overall completion rate (%) of credit hours attempted must be at least 75%
Time Frame	Overall attempted credit hours not to exceed 90 hours

Procedure

A student whose financial aid has been suspended may submit an appeal to the Student Affairs Committee. The appeal must be in writing and supporting documentation regarding special circumstances must be provided. The Committee will respond in writing within 10 working days of receiving the appeal. Appeals are considered for extenuating circumstances such as injury, illness, death in the immediate family, or undue hardship.

The following appeals procedures must be followed for an appeal to be considered. Incomplete appeal packets will be returned without review by the Committee.

1. Provide a detailed, typed statement explaining the extenuating circumstances that caused you to not meet the satisfactory academic requirements for receiving financial aid. Outline steps you will take to improve your academic performance.
2. Documentation must be provided that clearly supports your extenuating circumstances. Forms of documentation might include evidence from a physician or hospital, letter from counselor or therapist, obituaries, or death or birth certificates, accident reports, etc.
3. A copy of your current degree plan that has been reviewed and signed by you and your counselor/advisor and that clearly shows how many hours are still required for completing your degree.
4. A copy of your acceptance letter if you are in a program that has special admission requirements. (e.g. nursing).
5. Completed and signed Satisfactory Academic Progress (SAP) Appeal Form.

Appeals may be submitted by:

Mail: Galveston College
Financial Aid Office
4015 Avenue Q
Galveston, TX 77550

Fax: 409-944-1505 or In Person

Please make sure your student ID number is on all forms submitted.

The Committee will respond in writing within 10 working days of receiving the complete appeal packet.



GALVESTON COLLEGE

SATISFACTORY ACADEMIC PROGRESS (SAP) APPEAL FORM

STUDENT NAME (Last, First, MI)	SOCIAL SECURITY NUMBER	STUDENT ID NUMBER	
ADDRESS	CITY	STATE	ZIP
HOME PHONE	WORK PHONE/CELL PHONE		

Section I.

Please indicate the academic year and term for which the appeal is to be considered.

Year _____ Fall _____ Spring _____ Summer I _____ Summer II

Degree Objective (Major): _____

Hours needed to complete degree: _____

Have you had a previous appeal?

_____ No

_____ Yes, Indicate the year and semester of the previous appeal _____

Have you participated in any of the following Student Services activities to enhance your academics?

___ Tutoring ___ Student Success Lunches ___ Counseling ___ Other _____ Semester that you participated? _____

Section II.

Type of Appeal (Check all that Apply):

_____ **GPA** – If this appeal is based upon your Galveston College cumulative grade point average, address the issue of completing courses with a GPA lower than a 2.0.

_____ **Rate of Completion** – If the overall completion rate of all hours attempted is less than 75%, address the issue of enrolling in courses and receiving “W”, “I”, “F”, “AWN” or “NC” which has negatively affected your completion ratio.

_____ **Time Frame** – If your appeal is based on exceeding the 90 attempted credit hours limit, address the need to enroll in a greater number of credit hours than is normally associated with a community college. Please indicate if you are a transfer student or have changed majors.

_____ I have enrolled in 6 credit hours per suspension requirements to regain Financial Aid eligibility and have successfully completed the 6 credit hours with a “C” or “CR” or better.

Check List:

- Typed and signed statement
- Documentation
- Signed Degree Plan
- Acceptance Letter
- SAP Appeal Form

Section IV.

Student Certification:

I understand that appeal decisions are made on a case-by-case basis. I understand the submission of this form does not constitute an approval of my appeal. By signing below I am certifying that I have read the information given in the "Satisfactory Academic Progress (SAP) Appeal Form" and "Galveston College Academic Requirements for Receiving Financial Aid". I understand the conditions required in order for my financial aid appeal to be granted and that failure to complete these requirements may result in loss of my financial aid. I hereby certify that all the information contained in my statement, SAP Appeal Form, and documentation, is true and complete to the best of my knowledge. I understand the submission of an appeal does not release me from my obligations of finding additional resources to cover outstanding charges with the Business Office.

Student Signature _____ Date _____

To address the appeal decision made by the Committee, the student must respond to the Committee's decision within 10 working days of the receipt of the Committee's decision. The rebuttal appeal must be submitted to the Vice President of Student Services. The Vice President will forward the final appeal decision in writing to the student within 10 working days of the receipt of the rebuttal appeal.

For Office Use Only:	Number of Appeals:	
Committee Action:		
<input type="checkbox"/> Approved		
<input type="checkbox"/> Denied		
Reason for Denial or other Notes: Stipulations:	Student Affairs Committee members present:	