



IVY TECH COMMUNITY COLLEGE
Financial Aid Office
Satisfactory Academic Progress (SAP) Appeal
2011-2012

Form accepted by the Financial Aid Office **AFTER** May 15, 2011

Student Name _____	Student ID # C _____
Address _____	Telephone (____)____-_____
City _____	State _____ Zip Code _____

To comply with federal regulations, Ivy Tech Community College is required to monitor whether a student is maintaining satisfactory progress in his/her course of study - or Satisfactory Academic Progress (SAP). Your Satisfactory Academic Progress is monitored each semester for the following standards. Your financial aid eligibility may be terminated if you do not meet all of these requirements. In making the determination of your SAP status, your entire academic transcript is evaluated regardless of whether or not you received financial aid for any term. Minimum requirements to maintain good standing are:

- 1) Cumulative GPA of at least 2.0 after 15 program level credit hours;
- 2) Completion of at least 67% of cumulative attempted hours;
- 3) Completion of degree within 150% of required program hours.

A student whose financial aid has been terminated due to not meeting the SAP requirements may appeal on a case-by-case basis to reinstate eligibility. To appeal the termination, complete the following steps and return all documentation to the Financial Aid Office.

IMPORTANT: You will be notified of the appeal decision on your Campus Connect account and/or Ivy Tech email account within 30 calendar days after submitting your complete appeal packet to the Financial Aid Office.

STEP ONE

- Appeal Reason Cumulative GPA below 2.0
 Cumulative completion rate below 67%
 Exceeded maximum timeframe

My appeal is for academic year _____ (ie 2011-2012, 2012-2013) (**check one**) Fall Spring Summer

STEP TWO

- Provide a statement addressing the last two terms that you did not meet academic progress standards (semesters with W, F, I, or a GPA below 2.0). Include the following in your statement:
- What extenuating circumstances prevented you from meeting the SAP requirements?
 - What changes and actions have you made that will enable you to now meet the SAP requirements?

Provide documentation of the extenuating circumstances you described in your statement.
(examples: medical documents, death/birth certificates, accident reports, etc)

STEP THREE

- Complete the reverse side of this form with your academic advisor or Department Chair.
 Provide your degree curriculum sheet and your Individual Academic Plan.

STEP FOUR

Provide this document to your Program Chair or Program Advisor for completion during an online or in person meeting.

TO BE COMPLETED BY PROGRAM CHAIR OR PROGRAM ADVISOR

Student's current academic program _____ [] Associate [] Certificate

of credit hours required for the degree _____ Expected Graduation Date _____

of credit hours the student has attempted that count toward current degree program _____

of credit hours the student has attempted that do NOT count toward current program _____

Number of credit hours the student needs to complete current degree program _____

Has the student changed majors? Yes No

Does the student have a prior degree or certificate from Ivy Tech? Yes No

Have you reviewed the academic transcript with the student? Yes No

Program Chair or Program Advisor comments:

Attach a curriculum sheet and an Individual Academic Plan that indicates which courses have been completed, which remain to be taken and the terms the student is planning to take these courses.

Advisor Name (please print) _____

Email Address _____@ivytech.edu

Department _____ Telephone Extension _____

Advisor Signature _____ Date _____

STEP FIVE

Submit **ALL appeal paperwork** to the Financial Aid Office. Priority is given to complete appeal packets submitted to the Financial Aid Office **by priority processing dates:**

Fall: July 15

Spring: December 1

Summer: May 1

*Before submitting your appeal to the Financial Aid Office, be sure all parts are complete. Incomplete appeals will be returned to the student and could delay an appeal decision. You will be **notified of the appeal decision by email** to your Ivy Tech email account.*

By signing this form, I agree that I will complete 100% of my enrolled courses with grades of C or better and maintain my academic plan. I also understand that if I fail or withdraw from any class while on probation, my financial aid will be terminated with no further option to appeal.

Student _____ Date _____