

**Financial Aid Office**

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**Satisfactory Academic Progress (SAP) Appeal****Name:** \_\_\_\_\_ **Chemeketa ID#: K** \_\_\_\_\_**Degree or certificate you are currently seeking at Chemeketa:** \_\_\_\_\_

All appeal requests must be completed in full. The decision on your appeal will be sent to your My Chemeketa email, or you can check your Financial Aid Academic Progress status on your My Chemeketa.

It may take several weeks for your appeal to be reviewed. If you are not notified of your financial aid appeal status by the “last day to drop and receive a refund”, you should consider dropping your classes for that term if you are unable to pay tuition from your own resources.

Lack of knowledge of the financial aid SAP standards is NOT acceptable grounds for an appeal. Appeal approval is not automatic.

You must fully explain the circumstances that prevented you from meeting SAP requirements by addressing all terms you did not pass 100% of the credits you attempted and/or received a cumulative GPA below 2.0.

**Documentation Requirements:** You must include documentation for any circumstance that can be reasonably documented. The documentation must coincide with the term(s) you completed less than 100% of the credits you attempted and/or your cumulative GPA was below 2.0. If you do not have documentation of your circumstance, you must explain why.

Examples of documentation are statements from health care providers, crisis counselors or social workers, police reports, obituaries, and/or court reports. In most cases, notes from family members or friends are not considered adequate documentation.

**If your appeal is denied you are responsible for any unpaid tuition and fees.**

When completing the questions you must be complete in your answers. Federal regulations allow appeals to be approved only if you can demonstrate mitigating circumstances, emergencies, or other unusual circumstances that led to your academic difficulties.

1. Explain the circumstances that prevented you from meeting SAP requirements. Address **all** terms you did not pass 100% of the credits you attempted and/or your term GPA was below 2.00. It is your responsibility to explain how your circumstances were of sufficient duration and intensity to affect the entire term(s). If available, attach documentation of your circumstances and/or explain why you do not have documentation.
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2. Identify how you resolved the above circumstances. Describe the steps you are taking to ensure your future academic success. Examples may include enrolling in a course designed to address your specific academic barriers, receiving tutoring services, utilizing other campus or community resources, etc. \_

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**CERTIFICATION STATEMENT:** I certify the information is true and correct to the best of my knowledge. I have read each section and provided the required documentation explaining why I could not complete my classes and what will be different about the upcoming quarter. 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 all future quarters. I understand the completion of this appeal form does not indicate an approval of my appeal. I will be notified of the final decision through **My.Chemeketa email.**

*I understand that if I give false or misleading information, I may be fined up to \$20,000, sent to prison, or both. I realize that if this appeal is approved, I will or may be placed on warning or probation status. I will be required to successfully complete 100% of the credits I attempt with a 2.0 GPA or higher and bring my cumulative percentage and GPA up to SAP standards.*

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Student Name

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Date