



Office of Financial Assistance
100 College Drive
Logan, WV, 25601
(304) 896-7060
FinancialAid@southernwv.edu

2026-2027 Satisfactory Academic Progress (SAP) Appeal for Financial Assistance

Student Information:	
Student Name:	
Student ID:	Date of Birth:
Student Email:	Student Phone Number:
Student Address:	

In order to receive financial aid administered by Southern West Virginia Community and Technical College, you must be making satisfactory academic progress (SAP) toward completion of an eligible degree. For this reason, your SAP for financial aid is calculated each semester to verify that you have met all Federal SAP standards. SAP is measured using the following standards: cumulative grade point average (GPA) of 2.0, degree completion within the maximum time frame of 150% of the credits for completion of a student’s program, completion of 67% or more of all attempted credit hours. Federal regulations require that academic progress be evaluated both quantitatively and qualitatively.

A: Instructions

Due to the length of the appeal, please be careful to read ALL instructions in each section. Complete this packet to appeal your Financial Aid Suspension. Incomplete appeals will not be reviewed.

- A. **IF YOU DID NOT MEET THE PROGRESS REQUIREMENTS** because of unusual circumstances, you can file an appeal with our office. You will need to demonstrate that these circumstances were beyond your control. These situations should be one-time occurrences that are not likely to happen again.
- B. **READ THE INSTRUCTIONS CAREFULLY.** All forms and documentation must be submitted by the respective deadline. Incomplete appeals will not be reviewed. Appeals received after the deadline will be considered for the next semester.
- C. **PROCESSING TIME WILL VARY.** Appeals will be reviewed within 15 business days after final grades are received for the current semester. You will be notified in writing at your Southern email account once a decision has been made.
- D. **TIMING OF YOUR APPEAL FILING IS IMPORTANT.** If you file your appeal late, you must pay your own tuition by the due date or you will be dropped from your courses for nonpayment. Do not rely on the outcome of your appeal for tuition payment. You are required to attend all of your classes while awaiting the decision on your appeal, but be aware that if your appeal is denied, you will be responsible for paying all charges from your own resources.
- E. **AN APPEAL DOES NOT GUARANTEE A FULL AWARD.** If you did not meet the academic progress requirements, you have lost your eligibility for financial aid. This may include all forms of aid that were offered to you for the rest of the academic year. If your eligibility is reinstated through an appeal, we will provide you with the available funds we currently have.
- F. **IF YOUR APPEAL IS DENIED,** your current or future offer of aid is subject to cancellation, and no aid (grants or loans) can be paid to you.

B. Extenuating Circumstance and Required Documentation

Please be sure to include appropriate documentation for your extenuating circumstance. Appeals may not be considered complete until documentation is attached.

In this section you will select from the list below the extenuating circumstance that caused your financial aid suspension. Please make sure you attach required supporting documentation. Only completed appeals with documented extenuating circumstances will be reviewed by the Financial Aid Office. Be sure to add your name and student id number to all forms of documentation submitted.

I wish to appeal the suspension of my financial aid for the reason(s) indicated below:

	MEDICAL: If a personal medical issue played a role in your inability to maintain SAP, please attach documentation that includes treatment dates from the medical professional who provided you with treatment.
	DEATH/ILLNESS: If the death or illness of an immediate family member contributed to your inability to maintain, please attach relevant copies of medical records, the death certificate, an obituary, etc.
	DIVORCE OR MARRIAGE SEPARATION: Please provide a letter from your attorney or your parent's attorney on the law firm's letterhead, or a copy of the divorce decree.
	DISASTERS: If events such as fire, flood, earthquake, or earth tremors occurred, you must provide insurance claims or other documentation that verifies the date of the disaster.
	SIGNIFICANT TRAUMA THAT IMPAIRED YOUR EMOTIONAL AND/OR PHYSICAL HEALTH: Please provide a detailed explanation of the specific circumstances surrounding your condition. Include relevant dates and describe the steps you have taken to address this issue. Attach supporting documentation from a third party, such as a physician, social worker, counselor, police officer, attorney, etc. Additionally, explain how your situation has improved to the point where it will not significantly impair your future academic performance.
	WORK RELATED DIFFICULTIES: If the loss or change in your employment has affected your performance, you need to provide a letter from your employer. This letter should verify the dates and duration of the situation. It must specifically address the difficulties you faced at work, the timeframes during which these difficulties occurred, and explain how your work situation has changed in a way that should not significantly impair your future academic performance.
	MAXIMUM CREDIT HOURS: Federal regulations permit students to receive federal assistance for up to 150% of the credits required to complete their program or for a maximum of 90 attempted credit hours. Please specify any circumstances not mentioned above in your appeal. (<i>Do not complete Section D: Improvement Plan.</i>)
	OTHER CIRCUMSTANCES: Please clearly describe any circumstances not mentioned above in your appeal letter and include relevant documentation. Explain how your situation has changed significantly enough that it will not negatively affect your future academic performance. If this option is checked, attach a separate letter.

Note: Circumstances related to the typical adjustment to college life, such as working while attending school, financial issues with paying bills, and/or car maintenance or travel to campus, are not considered extenuating for the purpose of appealing.

F: 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 and that I must still make payment arrangements.

I understand if my appeal is:

- * **DENIED**, I will not be receiving financial aid and will make alternative payment arrangements. By signing below, I understand that decisions are processed on a case-by-case basis, and the Financial Aid Office may deny any SAP appeal. I understand that the decision regarding the appeal is final. I understand that in order to regain my financial aid eligibility, I must meet the federal SAP requirements without the assistance of financial aid.
- * **APPROVED**, I will be granted aid on a probationary basis. By signing below, I understand that in order to maintain my eligibility, I must meet all SAP requirements. I will maintain a semester GPA of at least 2.0. I will not withdraw or fail to receive credits in any enrolled classes. I will only enroll in courses that are recognized as required for my graduation.

I understand that if my SAP (Satisfactory Academic Progress) appeal is approved, I must adhere to the requirements outlined above. If I fail to maintain these requirements, I will lose my eligibility for financial assistance. If I continue to take classes without meeting the SAP standards, I will do so without federal or state financial aid.

Agreement and Understanding

By signing below, I am certifying that I have read the information listed above and that I understand the conditions required in order for my financial aid appeal to be granted. I also understand that failure to complete these requirements may result in the loss of my financial aid.

I hereby certify that all information contained in this appeal, including the personal statement and documentation, is true and complete to the best of my knowledge.

I am aware that falsified documentation will result in an immediate denial of my appeal.

Student Signature:

Date:

As you sign this document and prepare to submit it to Financial Aid, please use the following check list to ensure you have all required documentation.

Completion Checklist

The following requirements must be submitted to the Financial Aid Office for your appeal to be reviewed

<input type="checkbox"/>	I have completed the Appeal form.
<input type="checkbox"/>	I have attached a signed, formal, personal statement explaining my extenuating circumstances.
<input type="checkbox"/>	I have attached documentation that supports my extenuating circumstances
<input type="checkbox"/>	I have attached a course schedule and any submitted forms.
<input type="checkbox"/>	I have attached an academic plan, completed and signed by my advisor.

Southern West Virginia Community and Technical College is an Equal Opportunity/Affirmative Action Institution and does not discriminate based on race, sex, gender identity, pregnancy, sexual orientation, age, disability, veteran status, religion, color, or age in admission, employment, or educational programs and activities; nor does it discriminate based on genetic information in employment or employee health benefits. Faculty, staff, students, and applicants are protected from retaliation for making complaints or assisting in discrimination investigations. This nondiscrimination policy also applies to all education programs, to admission, to employment, and to other related activities covered under Title IX, which prohibits sex discrimination in higher education. Southern will take steps to ensure that a lack of English language skills will not be a barrier to admission and participation in the college's CTC offerings. Auxiliary aids and services are available upon request to individuals with disabilities. Southern West Virginia Community and Technical College also neither affiliates with nor grants recognition to any individual, group, or organization having policies that discriminate based on race, ethnicity, sex, color, creed, gender, religion, age, sexual orientation or gender orientation or expression, physical or mental disability, marital or family status, pregnancy, genetic information, veteran status, service in the uniformed services, ancestry, or national origin. Inquiries regarding compliance with any state or federal nondiscrimination law may be addressed to Affirmative Action Officer/Title IX Coordinator, Ms. Debbie C. Dingess, Chief Human Resources Officer, Southern West Virginia Community and Technical College, 100 College Drive, Logan, WV 25601, 304-896-7408; or Section 504 Coordinator, Ms. Dianna Toler, Director of Student Success, Southern West Virginia Community and Technical College, 100 College Drive, Logan, WV 25601, 304-896-7315. TTY 304-792-7054 may be used to communicate with any office or employee of the College.

For more Information, visit: www.southernwv.edu

#FINDYOURDIRECTION

For Office Use Only

Decision Approved Denied

Justification:

Signature:

Date:

Student Notified:

Emailed:

RHACOMM

FA Staff Initials:

Date: