



HOLMES

COMMUNITY COLLEGE

Office of Financial Aid
2013/2014
Satisfactory Academic Progress (SAP) Appeal

To appeal the loss of your eligibility, you must complete this form, attach the requested documents, and return to the Financial Aid Office. Please allow 7 to 10 days for a final decision once all documentation is received. If your appeal lacks the requested documents or you leave information blank, the process will be significantly delayed.

Last Name First Name Holmes ID Number

Social Security Number Birthdate Holmes Email Address

Program of Study Anticipated Graduation Date

Appeal is for which semester? Fall Spring Summer Year

Satisfactory Academic Progress is calculated on cumulative college work. All attempted hours, earned hours, and grade point averages must be considered.

Have you attended any colleges/universities other than Holmes? If yes, please list below:

You will be required to have official transcripts on file in Admissions or submit unofficial transcripts prior to your appeal being processed. Failure to report previous schools may result in your appeal being denied.

FOR FINANCIAL AID OFFICE USE ONLY: (continue to page 2)

Total Earned Hours Total Attempted Hours Completion Rate

Cumulative GPA Previous Appeals EFC/Hours Enrolled

Lifetime Pell Eligibility Previous Loans Balance

Appeal DENIED due to:
insufficient documentation
completion rate
grade point average
maximum hours
life-time eligibility for Pell

Appeal APPROVED
automatic
one-term
final appeal

Financial Aid Director Date

Required Documentation and Reasons for the Appeal

Complete all of the items below with as much detail as possible. The responses to the numbered items should be provided on a separate sheet(s) of paper and attached to this form.

1. Provide your own written statement describing the reasons and the extenuating circumstances surrounding your lack of satisfactory progress. Indicate the particular academic terms and/or courses for which you registered but did not subsequently earn credits. Be specific and concise in your explanation. Incomplete information may cause a delay in the review of your appeal or denial of your request.
2. If medical problems played a role in lack of satisfactory progress, attach any supporting evidence that you can provide to more fully explain your particular situation.
3. If appropriate, you may also provide a letter of support from an individual who is familiar with the specific circumstances surrounding your lack of sufficient progress.
4. Please indicate what you have done to address the problems that have prevented you from maintaining satisfactory progress.
5. If the suspension is due to exceeding the maximum allowable time frame for completing a program of study, please provide circumstances that may have caused the accumulation of extra hours, particularly if you have changed majors.
6. You must also include a Degree Evaluation Report and an Unofficial Transcript, both of which can be printed from your My Doghouse account. These reports must be included with your appeal.

Please initial each item indicating that you have read and understand the information below:

- I understand that decisions on appeals are processed on a case-by-case basis.
- I have read the Holmes SAP policy and understand why I am not making satisfactory academic progress.
- I understand that I must meet SAP requirements to maintain eligibility in the future.
- I understand that appeals turned in without supporting documents will be denied.
- I understand that my appeal will not be reviewed until the current semesters grades have been evaluated.

WARNING: If you purposely give false or misleading information on this form, you may be fined, sentenced to prison, and/or removed from school.

Student's Signature
no electronic signature, must be original

Date

Return this form and all requested documentation by one of the following means: take to your campus Financial Aid Office, mail to Financial Aid Office, P O Box 216, Goodman, MS 39079, fax to 662-472-9170 or email to gmuse@holmescc.edu.