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 Hagerstown, MD 21742  
 faappeal@hagerstowncc.edu  
 Student Financial Aid: 240-500-2473

## Satisfactory Academic Progress (SAP) Appeal

Last Name	First Name	HCC ID#	Phone Number

NOTICE: According to Maryland law, educators are required to report suspected current and past abuse (including but not limited to child abuse and neglect). This is required even if the former victim is an adult and/or the alleged abuser is deceased at the time of disclosure. If you disclose information to Student Financial Aid Office staff, whether in-person or in writing, it may be subject to reporting by Hagerstown Community College. If you have any concerns regarding this requirement, please contact the Student Affairs office by phone at 240-500-2526 or by email at [studentaffairs@hagerstowncc.edu](mailto:studentaffairs@hagerstowncc.edu).

### SECTION ONE: Important information about your status

According to our records, you have failed to maintain Satisfactory Academic Progress (SAP). Please review the SAP policy online at: [www.hagerstowncc.edu/financial-aid/eligibility](http://www.hagerstowncc.edu/financial-aid/eligibility). *You are not eligible to receive Federal Student Aid funds at HCC, including:*

- Pell Grant
- SEOG (Supplemental Educational Opportunity Grant)
- Maryland State Scholarships and Grant
- Work-Study
- Stafford Loan (subsidized and unsubsidized)
- PLUS Loan
- Other Federal Aid

You have the right to appeal the cancellation of your Federal Student Aid. Appeals will only be reviewed if they are complete. Complete appeals contain the following: the appeal form, typed statement, supporting documentation, and SAP counseling confirmation page. Appeals must be submitted to the Student Financial Aid Office by the following deadlines in order to be considered for a particular semester. The deadlines are as follows: **April 1<sup>st</sup>** for spring, **July 1<sup>st</sup>** for summer, and **November 1<sup>st</sup>** for fall. All information contained in this appeal is confidential. Only the SAP Committee and Student Financial Aid Staff will have access to this information.

Appeals must be based on extreme circumstances as detailed on the on the enclosed appeal form. These circumstances must have directly impacted your academic performance. Consideration for extreme circumstances **does not include employer related issues/work schedule concerns or lack of knowledge about college grading and class withdrawal procedures.**

**Watch this video: [How do I complete a SAP Appeal?](https://hagerstowncc.financialaidtv.com/play/62321-satisfactory-academic-progress-sap-hcc/61749-how-do-i-complete-satisfactory-academic-progress-sap-appeal)**

**(entire link: <https://hagerstowncc.financialaidtv.com/play/62321-satisfactory-academic-progress-sap-hcc/61749-how-do-i-complete-satisfactory-academic-progress-sap-appeal>)**

**When reviewing your Satisfactory Academic Progress (SAP) appeal, the SAP Appeal Committee will carefully evaluate your entire college academic performance (not just at Hagerstown Community College if you have been to other institutions) and other relevant information which would indicate your ability to successfully complete an Academic Program at HCC to determine if your Federal Student Aid funds will be reinstated.** If your appeal is approved, you will be required to complete an Academic Plan with an Academic Advisor. This plan can only include courses that are needed to complete your active program(s) of study. Please plan ahead by only registering for required courses. Changing your program of study after approval of your appeal will result in you being required to appeal again for that program of study. Students who are double majoring must explain why they need both degrees to achieve their career goals.

**IMPORTANT: If you need help with this form, please see either Financial Aid or Advising.**

Continue to next page ➡

**SECTION TWO: Basic Information about this appeal**

What semester are you requesting the reinstatement of your financial aid (**ONLY SELECT ONE SEMESTER**)?

FALL of \_\_\_\_\_ (year)

SPRING of \_\_\_\_\_ (year)

SUMMER of \_\_\_\_\_ (year)

**NOTE:** Appeals are reviewed on a monthly rolling basis. The SAP Appeal Committee meets once per month to review appeals from the previous month.

**Current Program of Study:** \_\_\_\_\_ \* **Current Cumulative GPA:** \_\_\_\_\_

\*Your major must match your active program(s) listed in “Program Evaluation” on Web Advisor. If you are not in the correct program of study, you must meet with an advisor to change your major. Please contact advising above for further information. Be sure to remove programs you are not planning to complete.

**SECTION THREE: Why am I appealing the loss of my financial aid?**

**Circle One:**

*In your letter of appeal provide the following information:*

Student Injury or Illness

Explain the nature of your illness or injury (including dates) in your appeal letter. Attach a statement from the attending physician, therapist or counselor. This letter must be on letterhead and signed by the medical professional providing the statement.

Death of an immediate family member (parent, grandparent, or sibling)

State the relationship of the deceased to you in your appeal letter. Attach a copy of the death certificate or obituary

Illness or Injury of an immediate family member (parent, grandparent, or sibling)

State the relationship of the ill/injured person to you and explain the nature of the illness or injury (including dates) in your appeal letter. Attach a statement from the attending physician, therapist or counselor. This letter must be on letterhead and signed by the medical professional providing the statement.

Undue hardship/  
Other extenuating  
circumstance(s)

These would be circumstances outside of your control. In your appeal letter explain the reason you failed to make satisfactory academic progress. If available, provide documentation to support the reason(s) you state in your appeal letter

Continue to next page ➡

<b>SECTION FOUR: Timeline of Events</b>	
<i>Semester in question (that has an F, W, AU, I, or Repeated course)</i>	<i>Provide Reasoning for Unsuccessful Semester</i>
<b>Example:</b> 17/SP	<b>Example:</b> Major Car Accident (see appeal statement and documentation for details)
<b>Important: The committee will take the current semester into account when determining your outcome, please address your current semester if applicable.</b>	
<i>If more room is needed please provide a separate piece of paper using this format (typed)</i>	

<b>SECTION FIVE: Appeal Letter &amp; Documentation</b>
<b>Provide a typed, double-spaced, and <u>no more than one page</u> statement explaining the following:</b>
1. Explain the reason (as selected in Section One) that you failed to meet the SAP requirements (include dates of affect). Focus on the particular terms and/or courses for which you were unsuccessful, withdrew, and/or audited (as completed in Section Two). Be specific but concise.
2. Describe what has changed in your situation, steps you have taken to improve, how you have overcome any past issues, and how you will overcome any future issues.
3. List your current career goals and explain how enrollment at HCC will help you meet these goals.
<b>Provide official third party documentation to support your claim(s) you make in your appeal letter. Refer to documentation required for appeal reason in Section One for guidance. If applicable, a Release to Return to School/Work is required when mentioning therapy or medical reasoning.</b>

<b>SECTION SIX: Counseling Session</b>
<b>Follow the steps below to complete the SAP counseling session:</b>
1. Visit <a href="https://hagerstowncc.get-counseling.com/">https://hagerstowncc.get-counseling.com/</a> and create an account or log-in
2. Complete the “Satisfactory Academic Progress (SAP) Counseling” session
3. Print a copy of the “Congratulations” page once successful passed and provide it with this appeal as proof of completion.

**By signing this form, I certify that the information provided for my appeal is true and accurate. If requested, I agree to provide additional documentation to support the claims I have made in my appeal.**

\_\_\_\_\_  
Student’s Signature

\_\_\_\_\_  
Date