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## Satisfactory Academic Progress (SAP) Maximum Time Frame Appeal

Last Name	First Name	HCC ID#	Phone Number

### SECTION ONE: Important information about your status

According to our records, you have reached the Maximum Time Frame for your active program of study. Please review the Satisfactory Academic Progress (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 Grants
- 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. Complete appeals (including the enclosed appeal form, typed statement, and supporting documentation if applicable) must be submitted to the Financial Aid Office by the SAP Committee deadline to be considered for the upcoming semester. Appeals are accepted on monthly rolling basis. The SAP Appeal Committee meets once per month to review appeals from the previous month. All information contained in this appeal is confidential.

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

**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

***If you are not planning to complete a degree at Hagerstown Community College and are only taking classes required to transfer, you must complete the Preparatory Coursework Appeal instead of this Maximum Time Frame Appeal.***

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.**

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**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 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 ALL that apply:**

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

Graduated previously with another major(s)

Explain that you already graduated previously with a major(s) and why you are coming back to complete another major. Be sure to explain why this new major will help with your career and goals.

Major/  
Program of Study  
Indecisiveness

Explain why you have changed your major(s) and how you have decided on the new major and your plans with this new major.

Took several remedial credits

Explain that you have taken several remedial credits and how you overcame struggles, if any.

Other

These would be circumstances outside of your control. For example, a past major became inactive. In your appeal letter explain this information. If available, provide documentation to support the reason(s) you state in your appeal letter

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<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. Focus on why you have the credits you have and any major changes or remedial credits. If applicable also 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.</b>
<b>IMPORTANT: If applicable, a Release to Attend School/Work is required when mentioning therapy or medical reasoning.</b>

**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