SAP APPEALS INFORMATION PACKET

Standards of Satisfactory Academic Progress and Appeal Process

Name ___________________________________________ Student ID ______________________________

Day phone __________________ Night phone __________________________ Email address ____________________________

Indicate the semester and year for which you are applying: ☐ Fall ______ ☐ Spring ______ ☐ Summer ______

POLICY: Federal regulations require that a student receiving federal financial aid make satisfactory academic progress in accordance with the standards set by the College and the federal government. These limitations include all terms of enrollment, whether or not aid was awarded or received. Satisfactory Academic Progress (SAP) standards also apply to state aid.

Under certain circumstances, students who fail to meet SAP standards and lose eligibility for financial aid can appeal the financial aid suspension. Students must clearly state what caused the suspension and must also clearly indicate what has changed that will now allow the student to succeed.

APPEAL PROCESS: Initial the following indicating that you have read and understand the appeal process. Follow steps in order.

1. ______ Meet with a financial aid advisor to determine SAP deficiencies and discuss appeal status
2. ______ Type a detailed letter, free of errors (see instructions on following page).
3. ______ Type a student success plan (see page 2) indicating the strategies the student will adopt to be successful.
4. ______ Print Degree Progress Advisement Transcript after enrollment of classes for the upcoming semester (see page 3).
5. ______ Attend a mandatory SAP workshop (sign up online);
6. ______ Present detailed letter, success plan, and all pertinent documentation to financial aid advisor.
7. ______ The SAP Committee will review documentation weekly and make a decision, and student will be notified by email and/or a phone call to the student indicating the outcome of the decision. The committee’s decision is final.  
8. ______ If approved, you must come into the Financial Aid Office to sign a contract of the terms of probation status and if more than one semester is required, you agree to meet the terms each semester.

I understand that decisions on appeals are processed on a case-by-case basis. I have read the PDCCC SAP policy and understand why I am not making satisfactory academic progress. I understand that appeals turned in without supporting documents will be denied. If approved, I will be expected to follow the terms listed on my Student Success Plan.

Signed: ___________________________ Date: ____________________________

100 North College Drive, Franklin, VA 23851* 271 Keyon Road, Suffolk, VA 23434
FinancialAid@pdc.edu 1-855-877-3918

Financial Aid Use only: ☐ Letter free of errors ☐ Advisement transcript ☐ Student Success Plan
☐ Met with an Advisor Y/N ☐ Provided documentation ☐ Attended workshop
Writing A Request for Probation Status for Satisfactory Academic Progress (SAP)

1. Please type your letter and include the date and your signature.

2. Please describe in detail why you are no longer meeting the SAP criteria at PDCCC. Include descriptions of the circumstances that brought you to this point. Please be as detailed as possible and do not make statements such as “I failed my classes” or “I wasn’t focused”. You must be clear and specific on what caused you to fail to meet SAP, such as the type of loss you experienced, the outside circumstances that contributed to being unable to attend, etc.

3. Please describe what has now changed in your circumstances that will allow you to be successful. You must refer to the circumstances described in step two and indicate how they are no longer impacting your success. Please be as detailed as possible and do not make statements such as “I will study harder” or “I will attend all of my classes”. While that may be part of your success plan, we must know what you have done to prevent a similar situation from occurring in the future. You must be clear on what steps you have taken to rectify the situation so that you can be successful.

To summarize, your error-free letter must include the following, in order to be considered:

a. reason outside your control that contributed to lack of academic success in previous attempts
b. the types of documentation provided, and how they relate to the circumstances
c. when the circumstances occurred and
d. why these circumstances are no longer affecting your academic performance.

If the condition leading to unsuccessful academic grades has not improved, the appeal will be denied. Chronic medical conditions are not approvable.

Students who have a 150% rule violation only may omit the documentation, but must still provide a reason, and the success plan should state that the student will be able to graduate in 1-2 semesters. The advisement transcript signed by their advisor or counselor.

Submit your typed, signed, and dated letter; student success plan; proof of the situation/correction; advising transcript (signed, if your issue includes 150% rule); and any other documents required for your appeal-- to the Financial Aid Office at your campus. Smithfield students may submit to Suffolk or Franklin campus.

Student Success Plan Instructions

What is a Student Success Plan?

A Student Success Plan is a plan that demonstrates what resources will be used on and off campus in order to pass all your classes with grades of C or better, as well as strategies you will use to achieve success. One of the criteria when submitting an appeal is to complete a Student Success Plan.

An example of a Student Success Plan would be to incorporate strategies such as the following in your plan:

- Study 2 hours for every credit enrolled in each week. (8 credits=16 hours of study time)
- Utilize the tutors
- Work with a study partner(s)
- Communicate with instructors about issues and concerns inside and outside the classroom
- Meet with your advisor
- Meet with Student Success Coach Office
- Attend all class lectures and be on time
- Utilize the computer lab and the library

Be specific about your success plan situation, including specific examples of who you will meet with, how often, etc.

Relate it back to your specific situation.

How to Print an Advisement Transcript
1. Go to www.pdc.edu > click on My PDCCC
2. Login using your Username and Password
3. Click on VCCS SIS (Student Information System)
4. Click on Student Center
5. Under Academics, click on the drop down menu
6. Then click on Academic Requirements
7. Under Academic Requirements
8. click 
9. Then click  (you may have to click the allow option if it comes up to allow the pdf file to open)
Standards of Satisfactory Academic Progress (SAP)

Federal regulations require that a student receiving federal financial aid make satisfactory academic progress in accordance with the standards set by the College and the federal government. Attempted credits from all enrollment periods at the College plus all accepted transfer credits must be counted, regardless of whether or not the student received financial aid for those terms. Students never start all over again at 0, even with a plan change. Satisfactory Academic Progress (SAP) standards also apply to state aid in accordance with VCCS College Policy.

The following criteria must be met in order to comply with the Standards of Satisfactory Academic Progress (SAP) at Paul D. Camp Community College:

<table>
<thead>
<tr>
<th>SAP Criteria</th>
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<td><strong>A. Developmental Course Rule:</strong> Federal regulations state that students may only receive financial aid for a maximum of 30 credit hours of developmental course work. Students who wish to take developmental courses beyond the 30 credit hour maximum will not be eligible for financial aid for those additional developmental courses, but may receive aid for other courses. There is no appeal for developmental credits.</td>
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<td><strong>B. 67% Completion Rate Rule:</strong> Students must, at a minimum, receive satisfactory grades in 67% of cumulative credits attempted. This calculation is performed by dividing the cumulative total number of successfully completed credits by the cumulative total number of credits attempted. All credits attempted at the College (except audits, which must be entered as such by the class census date) are included. All credits accepted in transfer count as both attempted and successfully completed credits. This evaluation will be made prior to aid being awarded and after grades are posted at the end of each semester a student is enrolled at the College. Credits with satisfactory grades at the College are those for which a grade of A, B, C, D, F, W, or I is earned. Courses with a grade of F, W, U, I, R or X are considered unsatisfactory for financial aid purposes and are included in this calculation. <strong>Note:</strong> Federal-student loan borrowers must meet satisfactory academic progress requirements at the point of loan certification and again prior to the disbursement of any loan proceeds.</td>
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<td><strong>C. Cumulative Grade Point Average (GPA) Requirements:</strong> Students must meet minimum cumulative grade point average requirements based on a progressive scale. Only non-remedial courses with grades of A, B, C, D, F, W, or I are included in this calculation. Transfer credits are excluded. <strong>In order to graduate, a minimum curriculum grade point average of 2.0 is required.</strong></td>
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<tr>
<td><strong>Total Number of Credits Attempted</strong></td>
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<tr>
<td>1-15</td>
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<td>16-30</td>
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<tr>
<td>31+</td>
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<td><strong>D. 150% Maximum Hours Rule:</strong> A student must complete his/her program of study before attempting 150% of the credits required for that program. If a student is in more than one program of study, the largest one for which graduation requirements are still open will be used to calculate 150%. Developmental and ESL course work are excluded in this calculation.</td>
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Additional Considerations

- **Withdrawals:** Withdrawals (W grades) that are recorded on the student’s permanent academic transcript will be included as credits attempted and will have an adverse effect on the student’s ability to meet the requirements of the completion rate for financial aid.

- **Incomplete Grades:** Courses that are assigned an incomplete grade are included in cumulative credits attempted. These cannot be used as credits earned in the progress standard until a successful grade is assigned.

- **Repeated Courses:** Repeated courses enable the student to achieve a higher cumulative grade point average. Students can repeat courses with financial aid until successfully completed but repeating courses adversely affects the student’s ability to meet completion rate requirements. Financial aid can be considered for successfully completed classes that are repeated to achieve a higher grade but for only one additional attempt. Only the latest attempt will count toward the cumulative grade point average.

- **Auditing Courses:** Students are not eligible to receive financial aid for audited courses. Students who begin in a graded course and then change that course to audited status will lose financial aid eligibility for that course.

Results of Not Meeting SAP Criteria

Students who do not meet the Satisfactory Academic Progress (SAP) criteria will not be eligible for federal or state financial aid at Paul D. Camp Community College.

Warning Status

Students who fail to meet satisfactory academic progress for the first time (excluding students who have already attempted 150% of the credits required for their programs of study and developmental courses) will be automatically placed in a **Warning Status** for one (1) term and are expected to meet SAP requirements by the end of that term. Students who fail to meet satisfactory academic progress requirements at the end of the warning status term will lose their eligibility for financial aid.

Financial Aid Suspension

Unless extenuating circumstances exist and an appeal is granted, a student in financial aid suspension should expect to continue classes at his or her own expense until satisfactory academic progress requirements are again met. Students who fail to meet SAP and who choose to enroll without benefit of student financial aid may request a review of their academic records after any term in which they are enrolled without the receipt of financial aid to determine whether they have again met satisfactory academic progress standards. If the standards are met, eligibility is regained for subsequent terms of enrollment in the academic year.

Appeals

Students should consult their campus financial aid advisors for assistance in appealing any element of this policy or to determine how to regain eligibility for financial aid.

SAP Probation and Academic Plans

Students who have successfully appealed the loss of their financial aid are placed on probation or an academic plan. Students on probation are eligible to receive financial aid for one (1) semester, after which they MUST be meeting all of the satisfactory academic progress standards or the requirements of an academic progress plan that was pre-approved by the College Financial Aid Office. Students on an academic plan may have more than one (1) semester, but must continue to meet all academic objectives written into the student’s SAP contract each semester. A new appeal must be filed annually, if the student is still not meeting SAP standards at the end of the academic year.