

SAP Appeal Form

Submission deadline: Date of Official Record (approximately 10th day of each semester)

Covers Fall 2025, Spring 2026, Summer 2026

Student's Name (PRINT): _____ Phone: (____) _____
HCC ID: _____ Date of Birth: ____/____/____ Home Campus: _____
(9-digit number required) (Primary location of attendance)

To receive financial aid, all new, transfer, continuing and returning students must demonstrate they are successfully working toward completing their degree program in a timely manner. Every semester (Fall, Spring and Summer), Houston Community College is required by the federal government to evaluate whether you meet the Satisfactory Academic Progress (SAP) requirements to receive financial aid. Details of the SAP policy, measurements, and appeal procedures can be found online at <https://www.hccs.edu/applying-and-paying/financial-aid/satisfactory-academic-progress/>.

We understand that sometimes there are things out of your control that negatively affect your ability to meet SAP requirements. If there were justifiable reasons or extenuating circumstances that made you unable to meet the GPA and completion requirements noted below, you may submit a SAP appeal (with supporting documentation) to the financial aid office to regain financial aid eligibility. Submitting an appeal for reinstatement of your financial aid eligibility does not guarantee that reinstatement will be granted.

PLEASE SELECT REASON YOU ARE NOT MEETING SAP REQUIREMENTS (MUST CHECK ONE):

☐ **GRADE POINT AVERAGE (GPA)**

Students must maintain a 2.0 cumulative GPA.

☐ **COMPLETION RATIO**

Students must complete at least minimum of 67% of ALL the credit hours attempted. For every class hour you attempt, you MUST complete and pass a minimum of 67% of them. Remember, all "attempted" credit hours is every hour you're enrolled, including repeat courses, developmental courses, and EVEN courses with grades of "F", "W", "I", or "IP."

☐ **MAXIMUM TIME FRAME**

Students receiving financial aid funds will be expected to complete their HCC educational program within 150% of the published length of the academic program or certificate (including developmental classes).

Students may request to have their maximum timeframe extended under the following circumstances:

- ☐ Program of study has changed from _____ to _____
- ☐ I have an Associate's Degree and am pursuing a dual or second degree or certificate.
- ☐ I have earned a Bachelor's Degree (or higher) and am pursuing another degree or certificate.
- ☐ Other (Please explain) _____

Important: A student must declare a certificate or degree and only enroll in classes that are on the approved academic advisement plan. The student is responsible for informing the Financial Aid Office of any updates or changes to academic advisement plan.

SAP Appeal Form

If a student chooses to submit an appeal, a typed explanation detailing the unusual or extenuating circumstances that prevented the student from being successful in their courses must be provided below. The appeal must also describe the actions taken to prevent future recurrence of not meeting academic progress.

Examples of unusual extenuating circumstances include (**not limited to**):

- Illness or injury
- Learning or functional disability
- Loss of family member
- Change in household or marital status
- Change in work schedule or responsibilities
- Other unusual event disrupting academic performance

It's best to speak to a financial aid advisor about whether or not your circumstance qualifies as a reason to submit a SAP appeal.

APPEAL INFORMATION

- Financial Aid SAP Appeals must be based on justifiable reasons or extenuating circumstances that prevented student from meeting SAP requirements. **Your reason for an appeal must have happened during ALL periods of enrollment in which you did not successfully meet SAP requirements.**
- Documentation must be submitted to support the circumstances/reasons.
- Please note, the submission of an appeal is only a request and does not guarantee that financial aid eligibility will be reinstated.

REASON FOR APPEAL (DETAIL EXTENUATING OR UNUSUAL CIRCUMSTANCES) Maximum number of characters: 3000.

STEPS TAKEN TO PREVENT NOT MEETING REQUIREMENTS IN THE FUTURE Maximum number of characters: 1700.

Supporting documentation MUST be submitted to support the reason(s) for appeal. An appeal will be denied without sufficient supporting documentation. Please check the type of supporting documentation you are submitting with this form (check on all that apply):

- ☐ Medical documents or statement regarding an accident
- ☐ Injury or illness confirmed by a doctor or statement from a non-family member
- ☐ Certificate of death of a family member
- ☐ Divorce decree
- ☐ Proof of unemployment
- ☐ Character reference or Witness Statement if reasons are not documentable
- ☐ College Transcript or Academic Advisement Report
- ☐ Other: Specify _____

Attach supporting documentation to this form.

What Happens After You Submit Appeal

Submitting an appeal for reinstatement of your financial aid eligibility does not guarantee that reinstatement will be granted. **The standard time to review an appeal is 2-4 weeks (4-6 weeks during high peak times).** You will be notified of the final decision concerning your appeal via email. **You must make other payment arrangements to cover your tuition, fees and other expenses if you wish to enroll prior to review of your appeal.**

Anticipated Graduation Date (*please confirm with Advising Department*): _____

Disclosure

Federal regulations require all financial aid recipients to maintain Satisfactory Academic Progress (SAP). HCC has established guidelines to measure whether a student is satisfactorily progressing towards completion of his or her program of study. SAP includes both quantitative and qualitative measures. Standards of SAP determine continued eligibility for aid. SAP measurements include all previous academic history, even if the student did not receive financial aid. Statuses are updated at the end of each semester, including summer. It is the student's responsibility to monitor academic progress. Although the Financial Aid Office attempts to send students correspondence informing them of their status, students who do not meet the standards will be ineligible for financial aid even if they do not receive correspondence. Details of the SAP policy, measurements, and appeal procedures can be found online at <https://www.hccs.edu/applying-and-paying/financial-aid/satisfactory-academic-progress/>.

Certification

By electronically signing, I acknowledge and confirm that the above information is complete and correct. Purposely giving false or misleading information may result in federal fines, jail sentence, or both.

Student Signature: _____

Date: _____

SAP Appeal Form

Office Use Only – To be completed by a Financial Aid Representative

Final Decision

_____ Appeal approved and student place on financial aid probation.
Reason for approval

_____ Appeal Denied.
Reason for denial.

_____ Appeal not required, student updated to Warning status.

_____ Appeal not required, student met the Probation conditions last semester of attendance and qualifies for Continued Probation Status.

Financial Aid Reviewer's Signature

Campus

Date