

Satisfactory Academic Progress Suspension Appeal 2010-2011

Name: _____
Social Security Number: _____
Student ID Number: _____
Address: _____

Phone Number: _____

I am requesting reinstatement for (circle one):
Fall Winter Spring Summer Year _____
My appeal is based on (check one):
 Unusual or Extraordinary Circumstances
 Paid For One Quarter Without Financial Aid
 Grade Change
Last year & quarter I attended CPTC was: _____

Directions:

- 1) Explain the specific reason(s) you were unable to make Satisfactory Academic Progress. Use the space below or attach a letter.
- 2) Describe the steps you have taken to insure this situation will not happen again; how has this situation been solved?
- 3) Provide supporting documentation from another source such as a letter from clergy, doctor, teacher, or medical bills/records, or police/insurance report.

Appeals with no supporting documentation are automatically denied.

- 4) Submit the Appeal form, your explanation, and supporting documentation to the Financial Aid Office. Attend your classes while your suspension appeal is being reviewed.

Notes:

- You will be notified by mail about the decision on your appeal.
- Students who earn 0 credits during any quarter may owe repayments to the college, to financial aid funds, or both. Repayments are not waived when a Satisfactory Academic Progress appeal is approved.

Please explain the **specific reasons** for your Unsatisfactory Academic Progress (*attach additional pages if necessary*):

Please describe the **steps you have taken to prevent** the situation from happening again (*attach additional pages if necessary*):

Student Signature _____

Date _____

Financial Aid Office Use Only

Action taken on appeal:

() Approved () Denied () Probation _____

Signature of Financial Aid Officer _____ Date _____

Appeal Denied

- Select denial letter from H:\SAP Initials: _____
- Track Appeal Response in "0000" Initials: _____

Appeal Approved

- Track "AT" on tracking tab Initials: _____
- Change the "SU" to a "TH" date in rec'd date Initials: _____
- Track appropriate approval code P2 Initials: _____
- Reinstate/re-apply for loans Initials: _____
- Notify fiscal specialist of reinstated loans Initials: _____
- Remove "T" code from SM5003 Initials: _____
- Remove FX/F0 if tracked Initials: _____