

Satisfactory Academic Progress (SAP) Appeal

Student Information

Name (Last, first, middle initial)

CCC ID#

Street Address, City, State, Zip Code

Email Address

Primary phone number | Alternate phone number

Semester Appealing

Fall **Year** _____

Summer I **Year** _____

Spring **Year** _____

Summer II **Year** _____

Required Documentation and Reasons for the Appeal

The responses to the numbered items should be provided on a separate sheet(s) of paper and attached to this form.

1. Provide your own written statement describing the reasons and the extreme circumstances surrounding your lack of satisfactory progress. Please indicate what you have done to address the problems that have prevented you from maintaining satisfactory progress. Be specific and concise in your explanation. Incomplete information may cause a delay in the review of your appeal or denial of your request.
2. If medical problems, death of a family member, or military assignment played a role in lack of satisfactory progress, attach any supporting evidence that you can provide to more fully explain your particular situation.
3. If the suspension is due to exceeding the maximum allowable time frame for completing a program of study, please provide circumstances that may have caused the accumulation of extra hours, particularly if you have changed majors.

Please initial each item indicating that you have read and understand the information below:

_____ I understand that decisions on appeals are processed on a case-by-case basis.

_____ I have read the CCC SAP policy and understand why I am not making satisfactory academic progress.

_____ I understand that I must meet SAP requirements to maintain eligibility in the future.

_____ I understand that appeals submitted without supporting documents will be denied.

Date: _____ Student Signature: _____

Return this form and all requested documentation by one of the following means: take to the campus Financial Aid Office, mail to CCC Financial Aid Office, 3240 Friars Point Road, Clarksdale, MS 38614, fax to 662-627-9871 or email to financialaid@coahomacc.edu.