Pamlico Community College

Office of Financial Aid

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2026-2027 Satisfactory Academic Progress
(SAP) Appeal

Student Name: _____ Student ID: _____

Telephone Number: _____ PCC Email Address: _____

Program of Study: _____ Anticipated Graduation Date: _____

Federal regulations require that you meet Satisfactory Academic Progress (SAP) standards to maintain your eligibility for federal financial aid. You must make progress toward a degree according to three standards: GPA, Completion Rate, and Maximum time frame.

Federal regulations allow students to appeal financial aid standings with proper documentation, only when special circumstances existed that caused a student to not meet one or more SAP standards. Special circumstances include:

- Death of an immediate family member or close relative (i.e. spouse, parent, grandparent, sibling, child, etc.)
- A serious injury or illness (physical or mental) that required medical intervention
- Significant, unanticipated family obligations due to medical issues or illness
- A catastrophic loss due to fire, flood, or natural disaster that affects the student's attendance or performance
- An unsafe or abusive environment
- Change in personal circumstances (divorce, homelessness, loss of income, employment changes, etc.) that prohibits the student's successful completion of coursework
- Other extreme circumstances (case by case basis)

The following circumstances are not considered extenuating and beyond the student's control:

- Lack of knowledge/understanding of the PCC SAP Policy
- Medical appeals for illness/injury that do not coincide with the semester(s) of sub-standard academic progress
- Work/scheduling conflicts (including voluntary overtime)
- Acclimation issues regarding being in a college setting
- If you've previously submitted an SAP appeal with the same extenuating circumstance(s) and you are still not meeting SAP requirements

Below is a list of possible circumstances and the suggested supporting documentation. Please note, the following list is not exhaustive. Providing an extenuating circumstance with supporting documentation from the list below does not guarantee approval. All appeals are reviewed on a case-by-case basis for legitimacy and merit.

Possible Circumstance	Suggested Documentation
Death of a family member or close relative	Obituary/Death Certificate
Serious injury or illness of you or family member	Documentation from you (or your family member's) medical provider or insurance provider
Military Duty	Official Military Orders
Unsafe or Abusive Environment	Police Records, Court/Legal Documents, Restraining Orders
Employment changes	Statement from Employer, Unemployment Statement

Students who wish to appeal their unsatisfactory financial aid status due to special circumstances **MUST submit the completed SAP appeal form to the financial aid office PRIOR to the 10% point of the term for which a student is seeking reinstatement of financial aid.** Late appeals will NOT be accepted! Appeal decisions will be emailed to students PCC email upon conclusion of the appeals committee review. All appeal decisions are final and cannot be appealed further at the college.

Student Name:_____**Student ID:**_____

Please enter the term for which you are appealing to have your financial aid reinstated:
_____

Reason for Appeal (Check all that apply):

☐ Grade Point Average – Cumulative grade point average (GPA) below requirements Completion

☐ Rate – Completed less than 67% of attempted hours

☐ Maximum Timeframe

Discuss the circumstances that prevented you from meeting Satisfactory Academic Progress (SAP) while attending PCC. Be specific about the events and the affected period(s) of enrollment. (Use a separate page if needed)
      <u>Maximum Timeframe Appeal ONLY</u>**: Explain why you have exceeded the credit limit and provide documentation (Example: military credits transferred in, changes in program and reasons for change, etc.)**

_____

_____

_____

_____

_____

_____

Discuss what has changed in your situation so you can now succeed at earning your degree, diploma, or certificate at PCC. Describe the efforts or steps you have made that will now allow you to meet the academic progress requirements in your next term of enrollment. (Use a separate page if needed)

_____

_____

_____

_____

_____

STUDENT CERTIFICATION

I understand that a decision regarding this appeal will be made taking all the information I have provided into consideration. If my appeal is approved, I will be expected to make SAP during my next term of enrollment which will be a semester under financial aid probation. If I have been enrolled in the most recently concluded semester, I am aware that my appeal will not be reviewed until my semester grades have been evaluated. I certify that the information I have provided is true and accurate to the best of my knowledge.

_____   _____
Student Signature   **Date**

Student Name: _____ **Student ID:** _____

SECTION B: TO BE COMPLETED BY FINANCIAL AID OFFICE

Academic Program: _____

Reason for Appeal (Check all that apply): Grade

☐ Point Average

☐ Completion Rate

☐ Maximum Timeframe

GPA: _____ Completion Rate: _____

Completion Rate Calculation:

Total Hours Attempted: _____ x .67 = _____ (Do not round) -

Total Completed: _____

Difference: _____ x 3 =

Hours Needed to Regain CR: _____ (Round Up) = _____

Maximum Timeframe Calculation:

150% Hrs. of Program: _____ - ☐ OK for Maximum Timeframe

Total Hours Attempted: _____ ☐ Greater than 150% - Exceeded Maximum TF

Remaining Hours Allowed: _____ -

Hours Needed to Complete: _____

Difference _____

Previous Appeal: ☐ Yes ☐ No   Number of Appeals Previously Submitted: _____

Documents Attached: ☐ Yes ☐ No

☐ Academic Transcript

☐ Program Evaluation

☐ Academic Success Plan

Financial Aid Representative: _____ Date : _____