SPARTANBURG COMMUNITY COLLEGE
FINANCIAL AID APPEAL

Follow the instructions for the section (A, B and/or C) in your notification letter and review the SCC Satisfactory Academic Policy (SAP). SCC’s Financial Aid Appeals Review Committee relies specifically on your submitted information to make a final decision. Handwritten letters will not be reviewed and incomplete appeal packets will be denied. Appeal decision results will not be provided over the phone.

SECTION A: Suspension for Failing to Meet Warning or Probationary Stipulations

To reestablish eligibility you must submit and have an approved appeal after completing a semester at SCC without financial assistance (excluding Lottery Tuition Assistance). During the semester you attend without financial assistance, you must take at least 6 credit hours, complete 100% of the attempted hours (no F’s, W’s or Incompletes) and have a minimum 2.0 term GPA.

Exceptions to this policy will only be allowed if you encountered some type of extenuating circumstance during the warning or probationary period that hindered you from meeting the stipulations. Extenuating circumstances must be documented - refer to the SCC SAP policy for additional information.

1. Provide a typed and signed letter addressed to the Financial Aid Appeals Review Committee describing in detail the circumstances that prevented you from meeting the required stipulations. Explain how the circumstances affected you academically; how you resolved your issues and how you will now be able to meet satisfactory academic progress requirements in future terms.

☐ Check here if you successfully completed a semester at SCC, as noted above, with at least 6 credit hours, 100% completion rate (no F’s, W’s or Incompletes) and a minimum 2.0 term GPA.

☐ Check here if you encountered some type of extenuating circumstance during the warning or probationary period that hindered you from meeting the stipulations. Documentation to support the extenuating circumstances must be provided. Refer to the SAP policy for examples of acceptable extenuating circumstances and acceptable documentation. If an instructor is familiar with your circumstances, you may also obtain a signed statement from the instructor to include with your appeal packet.

SECTION B: Length of Eligibility (Attempted maximum number of credit hours for program of study)

1. Provide a typed and signed letter addressed to the Financial Aid Appeals Review Committee explaining why you have attempted more credit hours than required to complete your program. Be specific and explain all program changes at SCC; explain any hours transferred from other colleges and explain your future academic plans.

2. You must meet with your academic advisor and obtain the list of remaining courses required for your program and your anticipated graduation date. If you plan to complete more than one program, you must attach a list of courses for each program. You must include the list(s) with your appeal packet at time of submission. Separate submissions will not be accepted.

SECTION C: Probationary Period (Met warning stipulations but not meeting the SAP policy overall - either your completion rate is less than 67% and/or your program grade point average (GPA) is less than 2.0)

1. Go to WebAdvisor under Academic Profile and print a Program Evaluation.

2. Sign an Academic Plan.

Student Certification: I have reviewed the SCC Satisfactory Academic Policy (SAP). I am providing complete and accurate appeal information. I understand the Committee will not follow-up for missing or incomplete information. I have reviewed my appeal request and have attached all documentation specific to my appeal.

__________________________________________________________ _______________________________________
Student Signature        Date
Spartanburg Community College  
Financial Aid Office  
Satisfactory Academic Progress (SAP) Academic Plan

(To only be completed by students who were on financial aid warning, met the stipulations but are still not meeting the SAP policy overall.)

1. I have reviewed my program evaluation and understand the requirements I must meet to graduate from my program of study. I acknowledge that I should ask my academic advisor any questions about graduation requirements.

2. I understand that while I am on financial aid probation, I must meet the following stipulations:
   A. Enroll in at least 6 credit hours per semester, and
   B. Complete 100% of the credit hours attempted (withdrawals, incomplete grades and failures do not meet this requirement), and
   C. Achieve a semester GPA of at least 2.0.

3. I understand that if I continue to meet these stipulations, I will eventually be meeting the SAP policy overall, will be taken off of financial aid probation and can complete my program of study within the maximum time period allowed.

4. I understand that if I fail to meet any of the stipulations, I will be suspended from receiving any federal financial aid and S.C. Need Based Grant. I also acknowledge that an appeal will only be allowed for documented extenuating circumstances that occur during the probationary period such as prolonged hospitalization, death in the family or a change in work hours that conflict with the class schedule. I acknowledge that extenuating circumstances do not include being a single parent or working full-time while attending school.

5. I understand that I should discuss my options with a financial aid counselor prior to dropping or withdrawing from any course(s).

I acknowledge that I have read and understand each item on this academic plan and that I am advised to keep a copy of this academic plan for my records.

_____________________________________  _____________________  
Printed Name        SCC ID

_____________________________________  _____________________  
Signature       Date