Financial Aid Satisfactory Academic Progress (SAP) Appeal

Name: ___________________________________  Student ID Number: ____________________

Hawkeye Email: __________________________@hawkeyecollege.edu

You have 30 calendar days to appeal from the start of the semester. If after that, please select the following semester.

Term you are appealing for:  Summer 2019  Fall 2019

If you are on Financial Aid Suspension due to military activation, do not proceed, please contact Robin Knight, Veterans Services Coordinator in Brock Student Center Room 103 or extension 1212.

Log into My Hawkeye > Web Advisor for Students > Billing and Payment > Account Summary by Term to obtain the following information:

STUDENT FINANCE ACCOUNT SUMMARY (BILLING)

1) Do you have a bill with Hawkeye from a previous semester (not the semester you are appealing for reinstatement)?
   NO  _____ Continue to next section.
   YES  _____
   Is your bill $1,000 or more?
   YES  All bills must be below $1,000 and a payment plan must be in place to register for classes. Visit the Business Office in the Hawkeye Center to set up a payment plan before you continue.

Log into My Hawkeye > Web Advisor for Students > Financial Aid > New! Financial Aid Services to obtain the following information:

Click on the RED banner at the top of the Financial Aid Home Page to obtain information about your last SAP evaluation.

SATISFACTORY ACADEMIC PROGRESS INFORMATION

1) When was your Satisfactory Academic Progress status last reviewed?  _______________________
   • The following questions will be based on this last date of review.
     a. What program were you enrolled in at that time?  _______________________
     b. What was your Grade Point Average (GPA) by Term?  _______
     c. What was your Attempted Credits Hours by Term?  _______
     d. What was your Completed Credit Hours by Term?  _______

FINANCIAL AID MINIMUM STANDARDS

Standard 1: Successfully complete at least 2/3 (67%) of the credit hours of which you have cumulatively attempted.
   *Students who have a 0 completion for any term are automatically placed on financial aid suspension.

   1) What are your Cumulative (total) Attempted Credits?  __________
   2) What are your Cumulative (total) Completed Credits?  __________
   3) What is your Cumulative Completion Rate?  ______ (Total Completed Credits divided by Total Attempted Credits)

Standard 2: Complete your program within 150% of the published length of the program measured in credit hours attempted.

   1) What is your Program’s Maximum Time Frame?  ____________ credits

Standard 3: Maintain a cumulative GPA of at least a 2.0 at all times (not your program GPA)

   1) What is your Cumulative Grade Point Average (GPA)?  ____________
FINANCIAL AID HISTORY

Federal Regulations set the following loan maximums for undergraduate students.

1. If you are currently a **Dependent student** *(listed parents on FAFSA)*
   1. Lifetime Maximum Loans *(can't borrow more than this as an undergraduate)*: $31,000
   2. Per Semester Maximum Award *(can't borrow more than this in one semester)*: $3,250

2. If you are currently an **Independent student** *(did not list parents on FAFSA)*
   1. Lifetime Maximum Loans *(can't borrow more than this as an undergraduate)*: $57,500
   2. Per Semester Maximum Award *(can't borrow more than this in one semester)*: $5,250

- What is your total loan debt amount? $_________________
- What is your total Pell Lifetime Eligibility Used? __________________%  
  *Students can receive the equivalent of 6 years of full-time Pell Grant Eligibility of 600%.
- Looking at your current outstanding loan debt and/or Pell Lifetime Eligibility, will it be a concern for you to complete your program with the estimated eligibility that you have remaining?  
  *If yes, please explain in detail on a separate sheet of paper your plan to afford the completion of your degree with limited financial aid funds.

WHAT HAPPENED AND WHAT IS DIFFERENT?

1) Reflecting on your prior enrollment at Hawkeye, specifically your last term of enrollment, what barriers or issues occurred that prevented you from meeting the minimum financial aid standards? *(Attach separate sheet of paper)*

2) Looking forward to your future enrollment at Hawkeye, what has changed and/or what tools are in place that will allow you to be academically successful now? Provide detail on the solution to the barriers/issues that occurred previously preventing you from meeting the minimum standards of academic success. *(Attach separate sheet of paper)*

PLAN IN PLACE

1) What resources will you be utilizing to ensure future success? *(Attach separate sheet of paper)*

2) If this appeal for reinstatement is denied, do you plan to enroll (or remain enrolled) and set up a payment plan?  
   *If no, please explain your plan. *(Attach separate sheet of paper)* **Note: This will have no impact on the appeal decision.**

PROGRAM OF STUDY

1) Looking forward to your future at Hawkeye, what program will you be enrolled in? ____________________________
   a. Who is your **Academic Advisor**? ____________________________
   b. Who is your **Success Specialist**? ____________________________

ATTACH DOCUMENTATION

1) **Attach the documentation** that demonstrates the issues that you encountered and best fits your situation and the timeframe of when you were last enrolled at Hawkeye.
   a. If you do not have access to documentation that demonstrates issues you’ve encountered, explain the reason to the Committee on a separate sheet of paper.
<table>
<thead>
<tr>
<th>Example of Possible Past Situations</th>
<th>Examples of Acceptable Documentation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Childcare issues</td>
<td>• Letters from providers as proof of past child care.</td>
</tr>
<tr>
<td>Issues with scheduling at work</td>
<td>• Past work schedule, pay stubs, termination letter, unemployment</td>
</tr>
<tr>
<td>Personal illness or illness of family member</td>
<td>• Medical records showing appointments or hospitalizations during the timeframe in question, doctor’s note</td>
</tr>
<tr>
<td>Death of family member or close friend</td>
<td>• Obituary, death certificate</td>
</tr>
<tr>
<td>Transportation Issues</td>
<td>• Car repair receipts, police reports, insurance claims, bus schedule</td>
</tr>
<tr>
<td>Housing Concerns</td>
<td>• Section 8, eviction notice, lease agreement, utility disconnect notice, police report</td>
</tr>
<tr>
<td>Other (School/Work/Life Balance, Relationships)</td>
<td>• Detailed Explanation, daily schedule</td>
</tr>
<tr>
<td>Legal Issues</td>
<td>• Court orders, police report, subpoena, incarceration, custody, jury notice, clerk of court receipt</td>
</tr>
</tbody>
</table>

2) **Attach supporting documentation** that demonstrates your future plans.
   
a. If you do not have access to documentation that supports your future plans, explain to the Committee on a separate sheet of paper.

<table>
<thead>
<tr>
<th>Examples of Current and Future Plans</th>
<th>Examples of Acceptable Documentation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Childcare Plan</td>
<td>• Letters from providers as proof of current child care and backup plan.</td>
</tr>
<tr>
<td>Work Schedule</td>
<td>• Current work schedule, pay stubs</td>
</tr>
<tr>
<td>Ongoing Personal illness or illness of family member</td>
<td>• Documentation of stability and the ability to return to school from physician</td>
</tr>
<tr>
<td>Transportation Plan</td>
<td>• Current transportation plan, bus pass</td>
</tr>
<tr>
<td>Housing Plan</td>
<td>• Housing status, lease, rental payment</td>
</tr>
<tr>
<td>Other (School/Work/Life Balance, Relationships)</td>
<td>• Documentation and/or plan showing how school will be balanced along with your other responsibilities</td>
</tr>
<tr>
<td>Ongoing Legal Issues</td>
<td>• Parole officer statement, work/school release</td>
</tr>
</tbody>
</table>

**Summary and Next Steps** - **Things you need to know:**

- This appeal needs to be completed and submitted to the Financial Aid Satisfactory Academic Progress (SAP) Committee prior to the deadline for the semester for which you are appealing.
- Without documentation or reasoning, the appeal will automatically be denied.
- You are only allowed to complete the appeal process once per semester.
- Any falsified information will result in a denial and incomplete information may cause delays.
- Only under extreme situations will multiple appeals be approved.
- Hawkeye offers many resources that include, but are not limited to: tutors, disability accommodations, Career Services, academic counseling, mental health counseling.
- Being enrolled full time is NOT a requirement to be Financial Aid eligible. In order to be loan eligible, the minimum requirement is 6 credits.
- The appeal results will be sent to your Hawkeye Email and will come from financial.appeals@hawkeyecollege.edu.

You will need to contact either your advisor or Success Specialist to set up an appointment to complete the Academic Planning Worksheet (Next Step).

**Student Signature _____________________________  Date ____________**