



Swainsboro  
346 Kite Rd  
Swainsboro, Georgia 30401  
Phone: (478) 289-2200  
Fax: (478) 289-2263

Vidalia  
3001 East First Street  
Vidalia, Georgia 30474  
Phone: (912) 538-3100  
Fax: (912) 538-3156

## How to Complete the SAP Appeal Form

These instructions are provided to assist in the completion of the SAP Appeal Request Form. Please read and follow these instructions carefully.

**Incomplete appeal forms and appeals with no supporting documentation will be DENIED.**

Please send questions regarding these instructions or the appeal process to [finaid@southeasterntech.edu](mailto:finaid@southeasterntech.edu) and be sure to include your Student ID#. You may also contact us at 912-538-3100(Vidalia) or 478-289-2200(Swainsboro) or visit the Financial Aid offices on either the Swainsboro or Vidalia campuses.

### **A Complete SAP Appeal**

A complete SAP appeal consists of

1. A printout of your course history:
  - 1) Go to [www.southeasterntech.edu](http://www.southeasterntech.edu)
  - 2) Click on "MY STC" in the yellow box in the upper right-hand corner of the screen.
  - 3) Current students will login to My STC with their Student ID and PIN. If you do not have a My STC login, click on the read text below the login to enter BannerWeb.
  - 4) Click on the "BannerWeb" icon on the left side of the screen.
  - 5) Select "Student Services and Financial Aid"
  - 6) Select "Degree Works"
  - 7) Click on the "Link to Degree Works" button.
  - 8) Select "Class History" and print the page
2. Page 1 with your personal information and signature acknowledging that you have read and understand the information provided.
3. Page 2 detailing the specific mitigating circumstances\* that have prevented you from maintaining satisfactory academic progress. **You must explain each term for which you received an unsuccessful grade.** Unsuccessful grades include D\*, F, F\*, I, IP, W, W\*, WF, WF\*, WP, and WP\*. Learning support classes require a C\* or better.
4. Page 3 detailing what has changed so that the circumstances listed on Page 2 will no longer be an issue.
5. Documentation\*\* to support the specific circumstances detailed on Page 2.

**\*Mitigating Circumstances:** Mitigating circumstances are defined as unanticipated and unavoidable events or situations beyond a student's control that prevented him or her from successfully completing courses or meeting the terms of a prior appeal. Examples of acceptable mitigating circumstances could include (but are not limited to):

1. Serious accident or illness of the student
2. Serious illness or death of immediate family member
3. Immediate family or financial obligations that did not exist when the semester began
4. Transportation issues

**Examples of UNACCEPTABLE circumstances** include (but are not limited to):

- a. The need for financial aid
- b. Withdrawal to avoid a failing grade
- c. Too many courses attempted because of major changes
- d. Repeating courses for a better grade in order to be accepted into a different major
- e. Limited number of tests/assignments
- f. Disagreement with instructor
- g. Voluntary change in work hours
- h. Academic Dishonesty (Cheating)
- i. Being unprepared for college

**Be Specific:** Please be specific in your statement. The appeal will be determined based on what is included in this statement and is supported by the documentation submitted as well as a review of your academic history. If your circumstances cover a period of time in which you were not enrolled, they are not relevant to the appeal. Those circumstances could not prevent you from being successful if you were not enrolled. Please do not include the fact that without financial aid you will not be able to attend school. We understand that all students who apply for financial aid have a need, so please use this space to give specifics about the circumstances. Be sure to cover all periods of enrollment for which you did not earn passing grades, not just the last semester you were enrolled.

**\*\*Documentation:** As stated above, documentation to support the circumstances detailed on Page 2 of the appeal are essential. **No appeal will be approved without supporting documentation.** Never submit original documents with your appeal; always submit copies. Originals will not be returned.

The form of documentation you submit will depend on your unique circumstances; there is no specific list of acceptable documentation. We can provide examples of what might be considered acceptable documentation for the circumstances below. These examples are not all inclusive and are **not** meant to be interpreted as an automatic basis for approval of any appeal.

Examples:

- a. A student hospitalized who missed two weeks of class causing him to fall behind and fail might provide a copy of the hospital papers indicating the date admitted and the date discharged. He might also include any doctor's instructions that required bed rest or follow up visits that interfered with class.
- b. A student who experienced a death in the immediate family might submit a copy of the obituary indicating the date/place of funeral AND the relationship of the student to the deceased.
- c. A student who lost a job, after the semester began, and was forced to withdraw because of financial reasons might provide a copy of the termination/layoff notice. The student may also want to include a **notarized** statement from a third party verifying why this prevented the student from completing the semester.
- d. A student who had transportation issues and was forced to withdraw might provide a copy of a paid receipt for repairs to their car for the period of time the student had to withdraw.



**Swainsboro**  
 346 Kite Rd  
 Swainsboro, Georgia 30401  
 Phone: (478) 289-2200  
 Fax: (478) 289-2263

**Vidalia**  
 3001 East First Street  
 Vidalia, Georgia 30474  
 Phone: (912) 538-3100  
 Fax: (912) 538-3156

## Satisfactory Academic Progress Appeal Form

**Please read "How to Complete the SAP Appeal Form" carefully.  
 Incomplete appeal forms and appeals with insufficient documentation will be DENIED.**

\_\_\_\_\_  
 Student Name (Please Print) Student ID #

\_\_\_\_\_  
 Home Phone Cell Phone Work Phone Email Address

You will be notified by email sent to your Southeastern Technical College account when your appeal has been reviewed and a final decision made.

**Approval:** If your appeal is approved, you will be contacted within three business days at your Southeastern Technical College email address with further instructions. You may be required to schedule an appointment to finalize the conditions of your appeal. If you are placed on an Academic Plan, you will be required to sign a Satisfactory Academic Progress Academic Plan indicating you understand the criteria you must meet each semester in order to keep your appeal.

**Denial:** If your appeal is denied, you will not be eligible to receive any federal or state financial aid (including Pell, HOPE, Work-study, Student Access Loan, etc.) until you are again meeting the requirements outlined in the SAP policy. One alternative funding source may be a private student loan with a lender who does not require SAP. The Financial Aid Office does not endorse any particular lender. Private loans will require a credit check and possibly a co-signer.

**By signing this appeal form, I acknowledge that:**

1. I have read the Southeastern Technical College Financial Aid Satisfactory Academic Progress Policy.
2. If this appeal is NOT approved, I am responsible for all charges.
3. If this appeal IS approved, I will be required to meet the SAP standards after my next term of enrollment OR be placed on a financial aid Academic Plan in order to maintain eligibility for financial aid.
4. If I fail to meet the requirements specified in the Academic Plan at any time, the appeal will be rescinded, and I will immediately lose eligibility for financial aid until I am again meeting SAP standards.

\_\_\_\_\_  
 Student's Signature Date

**Financial Aid Office Use Only (Do not write below this line)**

- |   |  |   |   |
|---|--|---|---|
| <input type="checkbox"/> GPA                | <input type="checkbox"/> 67%           | <input type="checkbox"/> 150%                   | Can student meet SAP with current hours: <input type="checkbox"/> Yes <input type="checkbox"/> No |
| <input type="checkbox"/> First Appeal       | <input type="checkbox"/> Second Appeal | <input type="checkbox"/> Third Appeal           | <input type="checkbox"/> Documentation Attached   |
| <input type="checkbox"/> Probation Approved | <input type="checkbox"/> Appeal Denied | <input type="checkbox"/> Academic Plan Attached |   |

VPSA Signature \_\_\_\_\_ Date \_\_\_\_\_

Financial Aid Contact: \_\_\_\_\_ Date Notification Sent to Student: \_\_\_\_\_



