



SAP Appeal Form

For federal financial aid appeals for PACE, GPA, or MAXIMUM HOURS (MAX) violations
Office of Financial Aid, Jones Student Center, 1665 Hampshire Pike, Columbia, TN 38401
Phone: 931-540-8267 | Fax: 931-540-2793 | Email: FinancialAid@ColumbiaState.edu

(Office Use)

Fall APL3

Spring APL1

Sum APL2

Columbia State's Satisfactory Academic Progress (SAP) Appeal for FEDERAL Aid

Name (print): _____ Student ID: A _____

Include name and ID (A-number) on ALL submitted material. Correspondence will be sent to your Columbia State email. All required information must be received by the deadline below. Incomplete appeals will be DENIED. If your appeal is denied you will be required to pay tuition and fees for at least one semester/one class before re-appealing.

1. Appealing to receive aid for which term*(CHECK ONE): 2. Last semester of enrollment at Columbia State:

SUMMER '20 FALL '20 SPRING '21 SUM '21 _____

DEADLINES*: SUM20: May 29/Jul 17 FALL20: Aug 3/Nov 6 SPR21: Jan 5/Apr 2 SUM21: May 14/Jul 16*

**The first deadline date for each term is to defer payment/hold classes pending appeal decision; the second date is the deadline to submit an appeal to be effective for the semester (for reimbursement).*

3. I am in violation of the following Satisfactory Academic Progress Guidelines (CHECK ALL THAT APPLY):

_____ **PACE** (also called Completion Rate): is below standard: My earned credits are less than 67% of the total attempted credit hours (including transfer and learning support hours).

_____ **GPA**: My cumulative Columbia State grade point average (GPA) is below the minimum standard in the Satisfactory Academic Progress standards for the total hours I have attempted (including transfer and learning support hours). See the GPA chart on our website for details.

_____ **MAX**: I have attempted more than 150% of the hours required for graduation (90 credit hours for an Associates' degree) without receiving a degree or I am working on a 2nd degree and have exceeded 150% of the attempted hours allowed for my current program of study.

4. **PACE/GPA/MAX**: A written personal statement must be submitted with your appeal, explaining what factors caused your SAP violation(s) and what has changed to allow you to regain good standing at Columbia State by the end of the next semester. Note: SAP appeals are cumulative, not just including the last term. For PACE/GPA: Address/explain F's, FA's, W's or I's on your transcript. For a MAX appeal, explain why you have not yet earned a degree. If you have already earned a degree and/or have changed majors, include details in your statement. If you've changed majors or added an additional major, explain why.

5. **For PACE and/or GPA appeals**: DOCUMENTATION IS REQUIRED and must relate to your written statement. **For MAX appeals (ONLY)**, A DEGREE AUDIT FOR YOUR CURRENT MAJOR IS REQUIRED; also an academic advisor, Dean, TRIO or other Columbia State official qualified to interpret your degree audit must complete and sign below (or send by email to FinancialAid@ColumbiaState.edu):

(MAX ONLY): I certify that this student needs _____ semester credit hours to finish their degree or technical certificate. I recommend, based on this student's enrollment history, plans, course sequencing, and scheduling. These additional semester credit hours should be completed in _____ number of semesters.

CSCC Name & Signature: _____

STUDENT SIGNATURE: _____ DATE: _____