



JOHNSON COUNTY  
COMMUNITY COLLEGE

Financial Aid Office

## SATISFACTORY ACADEMIC PROGRESS (SAP) APPEAL

**Please print in black ink.**

\_\_\_\_\_  
Last Name

\_\_\_\_\_  
First Name

\_\_\_\_\_  
MI

JCCC ID # \_\_\_\_\_

Daytime Phone No. \_\_\_\_\_

(xxx - xxx - xxxx)

### Deadlines to submit appeal: **Fall – Nov. 1; Spring – April 1; Summer – July 1**

If you are on Academic Suspension at JCCC, or are in default on a prior federal student loan, you are not eligible to submit this appeal until your suspension has been resolved and you are no longer in default.

The following must also be completed before your appeal request can be reviewed:

- File your FAFSA at [www.fafsa.gov](http://www.fafsa.gov).
- Complete the Financial Aid Student Information Form found under your Financial Aid requirements in your MyJCCC account.
- Allow 4-6 weeks for review. You will be notified by mail, to your address on file, of the committee's decision.
- If approved, your file will be reviewed for awarding once all remaining requirements are complete. If denied, you will be financially responsible for charges on your account.

#### Step 1: Print your Academic Progress status

1. Log in to **MyJCCC** by entering your JCCC username and password.
2. Select the **My Financial Aid** tab.
3. Select the **Satisfactory Academic Progress** link.

**Step 2:** Please explain and document the extenuating circumstances that have contributed to your inability to meet SAP requirements, addressing EACH semester in which you failed or dropped classes, or if you have exceeded 150% of the published length of your degree/certificate. Your written statement must address how the issue(s) that impacted your ability to meet SAP standards have been resolved. You must also sign your statement.

#### Check all that apply below:

- Health issue(s) experienced by yourself or immediate family member. Attach supporting medical documentation that explains the nature and dates of the health issue(s).
- Death of an immediate family member. Attach a photocopy of the death certificate or obituary. State the relationship of the deceased to you.
- Significant trauma in your life that impaired your emotional and/or physical health. Provide a detailed explanation regarding the specific circumstances that occurred. Include dates and what you have done to overcome these challenges. Supporting documentation from a third-party source (e.g., physician, social worker, therapist, police, courts, etc.) must be attached.
- Other unexpected circumstances beyond your control. Please explain in detail the nature and dates of the unexpected circumstances. Supporting documentation must be provided.
- Other circumstances that caused you to exceed your maximum time frame for your program. This means you may have attempted more than 150% of the required number of credit hours for your degree/certificate (e.g., prior degree, change of major, career change, etc.).

**It is assumed by the financial aid appeal review committee that any student filing an appeal is doing so based on the need for financial aid. Therefore, do not discuss your need for financial aid as part of your rationale for reinstatement of federal financial aid.**

\_\_\_\_\_  
Last Name

\_\_\_\_\_  
First Name

\_\_\_\_\_  
MI

JCCC ID # \_\_\_\_\_

**Step 3:** Collect the following prior to Step 4 (Meeting with a Counselor):

- Completed and signed SAP Appeal form.
- Written/typed and signed explanation.
- Supporting documentation (i.e., medical documentation, obituary, police report, etc.).
- Attach current DegreeCheck audit for each program of study.

**Step 4:** Meet with an Academic Counselor and complete an academic program plan. Be prepared to discuss all of your future semesters at JCCC and plan out your classes for the remainder of your degree requirements. Visit [www.jccc.edu/counseling](http://www.jccc.edu/counseling) to view hours for walk-in and appointment times or call 913-469-3809. Plan ahead to make your appointment.

Student will finish at JCCC \_\_\_\_\_, with \_\_\_\_\_.  
*semester and year* *degree/major*

\_\_\_\_\_  
**Counselor Signature\***

\_\_\_\_\_  
**Extension**

\_\_\_\_\_  
**Date**

**Step 5:** Student Acknowledgement – read and check each acknowledgement:

- I understand I am only allowed one satisfactory academic progress (SAP) appeal at JCCC.**
- I understand an incomplete SAP appeal may be denied.**
- I further understand this appeal may be approved or denied and that the appeal committee's decision is final.**
- If my appeal is approved, I must complete at least 67% of attempted credit hours and maintain a minimum 2.0 JCCC GPA each semester.**
- I understand if approved, I will only receive financial aid through the semester and year listed above.**
- I understand that financial aid will only pay for courses required for my program of study.**

\_\_\_\_\_  
**Student Signature\***

\_\_\_\_\_  
**Date**

\*Electronic signatures will not be accepted.

**Step 6:** Return this form and all documentation to the Financial Aid Office.

**Please return this form and requested documentation to:**  
Johnson County Community College  
Financial Aid Office, Box 50  
12345 College Blvd.  
Overland Park, KS 66210-1299  
913-469-3840  
Fax: 913-469-2310  
finaid@jccc.edu