

2009-2010 SATISFACTORY ACADEMIC APPEAL FORM

Kellogg Community College
 www.kellogg.edu/financial
 450 North Ave.
 Battle Creek, MI 49017
 Phone: (269) 965-4123 Fax: (269) 966-4089

Name: _____ Student ID #: _____ Telephone: _____

Address: _____ City _____ State _____ Zip: _____

Planned enrollment for 2009-2010 (check all that apply): Summer 2009 Fall 2009 Spring 2010 Summer 2010

The Federal government requires that students who receive financial aid make satisfactory academic progress towards their degree. A review by the financial aid office determines if you are meeting the minimum standards of grade point average, hours passed, and total hours attempted.

If you do not meet the academic progress standards, you are not eligible to receive federal financial aid. If you have experienced undue hardship, you may file this appeal form, submit detailed explanations and relevant supporting documentation to the Financial Aid Office. A determination will be made by the financial aid appeals committee as to whether your circumstances warrant a period of probation, full reinstatement of financial aid or additional documentation for an appeal decision.

Please complete this form, attach required documentation, sign and return to the Financial Aid Office as soon as possible. We will notify you of the results when the review is complete. **Only requests that include documentation can be considered.**

Also, include a detailed written explanation stating the circumstances of your appeal.

ONE APPEAL PER ACADEMIC YEAR WILL BE CONSIDERED.

Please check reason for appeal:

	Reason for Appeal	Required Action by Student	Required Documentation
1. ___	I experienced a significant medical illness or injury that directly affected my ability to meet the academic standards.	Attach a detailed explanation of the situation including its severity, time frame, and how the occurrence specifically affected your coursework with supporting documentation.	Doctor's statement, hospital bills, etc.
2. ___	The death of a close relative occurred during this time period that directly affected my ability to meet the academic standards.	Attach a detailed explanation noting the relative's name, the time period, and how the occurrence specifically affected your coursework with supporting documentation.	Obituary notice, funeral notice, etc.
3. ___	I attended school more than 2 years ago and experienced difficulties at that time that directly affected my ability to meet the academic standards.	Attach a detailed explanation noting the semester the difficulties occurred and how those difficulties affected your coursework including supporting documentation.	Medical statements, legal documents, etc.

****Contact the Registrar's Office for information regarding the FRESH START Program. This is a separate process and DOES NOT automatically qualify a student for Financial Aid.**

(Continued on reverse)

4. ___	I received a change of grade from a previous semester and request that Satisfactory Academic Progress be reevaluated. (ex. An "I" grade has been changed to a completed grade)	Attach a detailed explanation noting the semester of registration, class completed, and date of completion.	Change of grade report
5. ___	I have completed the maximum 93 credits allowable for financial aid at a two-year institution including transfer credit hours. My current program of study requires additional credits for completion.	Attach documentation of requirements for completion of program and project an anticipated completion date.	Printout from counseling office showing classes needed for completion of program
6. ___	I have completed 100% of credits attempted in the most recent semester (minimum 6 credits) with at least a 2.0 in each class and paid out of pocket to reestablish eligibility.		Documentation of courses taken, semester of registration, and receipt
7. ___	I experienced a significant personal tragedy or event in my life that directly affected my ability to meet the academic standards.	Attach a detailed explanation noting the circumstances and how the occurrence specifically affected your coursework with supporting documentation.	
8. ___	Other significant situation.	Attach a detailed explanation noting the circumstances and how the occurrence specifically affected your coursework with supporting documentation.	

To the best of my knowledge all the information on this form and supporting documents are complete and correct.

Student Signature

Date

Office Use

___ *SAP OK* ___ *PR thru* _____ ___ *SU beginning* _____

Sem Grades ___ *Credits Completed* _____ *Reviewed by* _____ *Date* _____