



## SATISFACTORY ACADEMIC PROGRESS APPEAL (SAP)

Please read the appeal instructions and procedure before completing the information below.

### Student Information

\_\_\_\_\_  
PRINT (Last, First, Middle Initial)

\_\_\_\_\_  
HCC Student ID Number

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip Code

### Student Responsibilities (all below items must be read and checked prior to submitting the appeal):

- I have read the information and instructions on the back of this form and, I am submitting all information required.
- Complete the FAFSA at [www.studentaid.gov](http://www.studentaid.gov). All financial aid verification requirements must be completed.
- Satisfy all financial obligations with the college. Prior balances must be paid in full.
- Set up payment plan for tuition balance prior to tuition due date. Courses will not be held pending appeal approval.
- Not be in default on any prior federal student loans.
- Official transcripts from **High School** and all **Colleges** attended must be on file with the Records office.
- Submit by the due date for the semester you are requesting reinstatement.

- Summer 2025 term SAP appeal due date is May 29, 2026

I am submitting an appeal for  GPA/Completion Rate  Maximum Time Frame

I am submitting an appeal for the fall / spring / summer semester. (Circle one)

By signing this form, I certify that I have read and understand the appeal review process and that the information and documents provided is true and accurate.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### General Information

The Financial Aid Office at Heartland Community College has established an appeal process for students whose aid has been suspended due to the failure to meet Federal Financial Aid Satisfactory Academic Progress Standards.

### **Evaluation of Academic Progress**

Each financial aid recipient's satisfactory progress is evaluated each semester. At that time, a student will either be in **good standing, warning or suspended** status financial assistance for future enrollment periods. Students will be notified by the Financial Aid Office by their myheartland email, if they are placed in denial status for financial aid.

Suspended status prevents a student from receiving **any** Title IV financial assistance until satisfactory academic progress is achieved. Students not meeting Satisfactory Academic Progress may enroll in courses at Heartland Community College. However, the student must pay for all tuition and related fees on his/her own.

The student must meet all three progress requirements to remain in good standing.

- Completion Requirement (67%)
- Grade Point Average (2.0)
- Maximum time frame \*separate instructions noted below\*

### **Information for Maximum Time Frame Appeal**

Federal regulations limit financial aid eligibility to 150% of the number of credits required to complete a degree, certificate or transfer program. All attempted credits are counted toward this limit, regardless of whether or not financial aid was received. You may be required to file this Petition if you have already earned an Associate or Bachelor's Degree. **If approved, your financial aid will only cover the courses listed by the advisor on your plan of study form. If you take classes not on your plan of study, your financial aid will be suspended.**

If your major is Nursing, Radiography, Physical Therapy, Medical Office Assistant or Engineering, you must be admitted into the program before an appeal can be approved.

Plan of study is not required for the following programs: NURSING, RADIOGRAPHY, PHYSICAL THERAPIST ASSISTANT, MEDICAL OFFICE ASSISTANT.

### **Appeals will be considered for eligible applicants only if all of the following criteria exist:**

1. There are exceptional/unforeseen circumstances that existed preventing the student from meeting the standard(s); AND
2. The student can realistically meet satisfactory academic progress requirements within a reasonable time frame.
3. Official Transcripts from all colleges attended.
4. Submitted all required documents by due date.

### **Appeal Review**

Appeals will be reviewed within 30 business days of receipt. Students are required to pay tuition if due. Students must sign up for a payment plan or seek other sources of payment prior to tuition due date. Classes and tuition will not be held or waived pending appeal. Bookstore credit will not be granted until this appeal is approved. Decisions will be communicated to the students HCC email account or mailed to the address on file

### **Instructions for Appeal (for not meeting GPA and/or completion rate)**

**Provide a (typed) statement** and explain in detail the exceptional/unforeseen circumstances that occurred and:

1. Why you failed to meet Satisfactory Academic Progress requirements. Be specific as to what factors caused your academic difficulties.
2. How you plan to improve your academic performance. Outline the changes you have made in your personal, social or economic situation that will allow you to improve your academic success.
3. Attach any documentation to support your particular situation. (i.e. medical bills, letter from doctor, obituary, etc.)

### **Instructions for Maximum Time Frame Appeal require the following**

1. **SAP Appeal form signed**
2. **Typed Statement**  
Attach a typed and signed statement to this form. In your statement, be sure to answer all of the following questions:
  - What is your education goal?
  - Why have you attempted so many credits and not completed your educational goal?
  - Why you need additional time to complete your program of study? (Examples: Pursuing 2nd degree, changed major, other extenuating circumstances, etc.)
  - Submit any supporting documentation for this appeal, for example: doctor's notes, court documents and /or statement of support.
3. **Complete a Plan of Study form with an Academic Advisor.** The plan of study must indicate the courses you need to complete your current academic program. Your appeal will not be considered without a completed plan of study form.
  - **SKIP STEP 3 if you have been admitted into the following programs: NURSING, RADIOGRAPHY, PHYSICAL THERAPIST ASSISTANT.** Only complete Step 1 and 2.

### **Conditions**

**1. Probation Conditions on Appeal:** A student will be placed on probation for one term of enrollment upon approval of appeal. A contract will outline conditions of probation. Students will be limited to a maximum number of classes during the probationary period. Maximum course load will be based upon enrollment periods for all colleges attended and other determining factors that will enhance overall student success. Students must complete all courses attempted during the probationary period with passing grades and a 2.0 term GPA must be maintained. Probation contracts must be signed and returned to the financial aid office prior to any financial aid disbursements.

**2. Plan of Action Conditions:** Following the successful completion of the first probationary period if a student has not met the overall SAP policy set by the institution, the student will be required to develop a plan of action. During this period, a student is not limited in course load, but required to meet SAP standards each term until overall good standing is regained. Students must complete greater than 67% and maintain a 2.0 term GPA. Plan of Action contracts need to be submitted prior to the completion of the probationary period. Students requiring a plan of action will have this requirement noted within the initial probation contract. Probation contracts must be signed and returned to the financial aid office prior to any financial aid disbursements.

**\*Instructions on how to submit your appeal are listed on your myHeartland>Student Center>Task Tile. We do not accept emailed appeals/documentation.**