

Federal Financial Aid Appeal Standards of Progress and Maximum Time Frame Review

Term you are appealing to receive aid:

- Fall 20_____
- Spring 20_____
- Summer 20_____

Name _____ Casper College ID #: _____
Last First Middle Maiden

Address _____ Phone: _____
Street / Box No / Apt. No City State Zip Code

Major/Program of Study _____

Anticipated Graduation Date: _____

Is this your first SAP appeal: Yes No If no, when was your last SAP Appeal? _____

As allowed under the federally required standards of Satisfactory Academic Progress, Casper College will allow students to submit an appeal. "Appeal means a process by which a student who is not meeting the institutions standards, petitions the institution for reconsideration of the student's eligibility for Title IV, HEA program assistance. The student **must** submit information regarding **why** the student failed to make satisfactory academic progress, and **what has changed** in the student's situation that will allow the student to demonstrate satisfactory progress at **the next evaluation.**"

Reason for Appeal (check all that apply):

- My cumulative grade point average is below 2.00 (complete pages 1&4)
- My cumulative completion ratio is below 67% (complete pages 1&4)
- My total undergraduate credits attempted will soon reach or has reached the Maximum Time Frame, which is 150% of the program requirements (complete all pages)

I have attached a typed or clearly written statement including the following items (initial next to each):

- _____ A statement listing the standard(s) that I failed to meet
- _____ An explanation of **why** I was unable to make these standards (mitigating circumstances)
- _____ An explanation of what has changed (corrective measures) that will allow me to meet the standards by the next evaluation (end of term)
- _____ I have enclosed documentation supporting my mitigating circumstances (**VERY IMPORTANT**)
- _____ If I have exceeded the maximum time frame (usually 96 credit hours attempted), I am also including a completed Program Time Frame Review and have indicated the planned completion date of my program at Casper College.

Federal Aid Program Time Frame Review

Federal regulations limit the maximum time frame (credit hours attempted at all colleges) allowed for students to complete an academic degree. To extend this time frame, students must have sufficient circumstances to justify an extension under these regulations. If an extension of time frame for federal aid is approved, it will be based solely on courses listed on this worksheet that are required for your degree.

Approval of this appeal does not guarantee financial aid.

INSTRUCTIONS

1. Contact your advisor and set up an appointment to complete the course list on the reverse side of this worksheet. Only courses listed on this worksheet that are required for your degree will be eligible for federal financial aid. Both student and advisor must sign this document.
2. Students must attach a written explanation as to why the maximum time frame has been exceeded, why the student wants to pursue an Associate's Degree at Casper College, and the student's plan of action for successfully completing the program in a timely manner.
3. Return signed form to Enrollment Services for review.

Once reviewed, an Appeal Response will be sent to your mailing address notifying you of approval or denial, along with an explanation of any additional requirements necessary to regain or maintain eligibility. If approved, the Appeal Response will need to be signed by the student and returned to Enrollment Services before aid can be calculated and/or released.

Student Name: _____ CC ID# _____

Advisor:

In order to adequately plan remaining financial eligibility, encourage retention and **graduation**, we are requesting that you **accurately** complete the following form with the student.

Please list **all** the remaining courses the student is **required** to complete in order to graduate with the degree listed on the front of this worksheet, **including the current semester**. Please list any prerequisite courses the student will need to complete. Also list the credit hours and the semester the student **must** take the course in order to complete the degree in a timely fashion. **Do not list courses that are not required to graduate with the referenced degree.**

Course #	Course Name	Credits	Semester

Course #	Course Name	Credits	Semester

Advisor Printed Name _____

Advisor Signature _____ Date _____

Student Name: _____ CC ID# _____

NOTE:

- Please allow 6 to 8 weeks for processing once all documentation has been received.
- The SAP Appeal Committee may request additional information.
- Federal Financial Aid will not pay for courses taken by audit, credit hours earned by placement tests, or non-degree courses.
- Transfer credit hours count in the attempted/completed SAP hours earned.
- Students may only receive funding for remedial course work or as an undecided student for a maximum of 30 attempted credits.
- The SAP Appeal Committee may approve your appeal with certain academic progress conditions or limit future hours.
- If your appeal is denied, you will be responsible for expenses incurred at Casper College without the benefit of federal financial aid.
- **The decision of the SAP Appeal Committee is final.**

Student Certification

I understand that I am responsible for paying tuition and fees in full and on time, regardless of my financial aid status or status of this appeal.

I understand that I must have sufficient circumstance to justify reinstatement of federal financial aid under federal regulations. I certify the information on this Satisfactory Academic Progress Appeal, my written letter, and any supporting documentation are accurate, true and complete to the best of my knowledge.

I will provide other information as requested by the Casper College Enrollment Services office.

I understand any false information may be cause for the denial, reduction, and/or repayment of student financial aid assistance.

I understand that my appeal may be denied, and that submission of an appeal does not guarantee that my federal student aid will be reinstated. I further understand that an approval of appeal does not guarantee federal financial aid.

Student Certification regarding Maximum Time Frame

I understand that federal regulations limit the maximum time frame (credit hours attempted at all colleges) allowed for students to receive federal financial aid while completing an academic degree. I understand that to extend this time frame, I must have sufficient circumstance to justify an extension under these regulations.

I also understand that if federal aid is approved it will be based on the courses listed that are required for the degree listed.

Student Signature: _____

Date: _____

WARNING: If you purposely give false or misleading information you may be fined, be sentenced to jail, or both.



Enrollment Services

Gateway Building 3rd Floor - 125 College Drive - Casper, WY 82601
(800)442.2963 - (307)268.2323 - fax (307) 268-2611 - enrollmentservices@caspercollege.edu

For office use only – Received Date & Initial