Academic and/or Financial Aid Suspension Appeal Form

Instructions: Download the form. Complete and save the appeal form on your computer. Email your saved form as an attachment to SAPappeal@century.edu.

Name: ___________________________ First ___________________________ Student ID: ___________________________

Phone: ___________________________ Email: __________________________________________________________
The email address provided will be used by Century College to communicate any information regarding your appeal.

Term & Year Requesting Reinstatement
☐ Fall ☐ Spring ☐ Summer ________ Year

To appeal your Academic and/or Financial Aid Suspension due to GPA and/or completion check all the boxes that apply below. Then complete all five steps.

I submit my appeal for: ☐ Academic Suspension ☐ Financial Aid Suspension

STEP 1: Please select all the reasons why you were not able to meet the 2.0 GPA & 67% completion rate (Satisfactory Academic Progress):

☐ Health issues: medical and/or mental
☐ Academic concerns (time management/time commitment/didn’t know my major/online vs in person classes, etc.)
☐ Family/relationship issues (change of marital status)
☐ Housing/transportation
☐ Death of family member/friend
☐ Employment/income (work schedule, loss of job)
☐ Disability
☐ Called to active duty
☐ Childcare
☐ Natural Disaster (flood, fire, tornado, etc.)
☐ Covid 19 Pandemic
☐ Other: ___________________________

STEP 2: Please describe and provide information regarding the situation(s) you checked in detail. This information will be used to determine the outcome of your appeal.

___________________________________________________________________________________________________________________________________________
STEP 3: Please explain what you are going to do or have already done to address the situation(s) above and ensure your success next semester.

STEP 4: I have reviewed the standards of Satisfactory Academic Progress Policies. If my appeal is approved, I understand that I must meet the following probation standards:

- **For academic probation** - Complete at least 67% of the credits I enroll in each semester AND Earn at least a 2.0 GPA for each semester.

- **For financial aid probation** - Complete 100% of the credits I enroll in each semester AND Earn at least a 2.5 GPA for each semester.

- I also understand if I fail to meet these standards while on probation, I will be resuspended.

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<tr>
<th>Student’s Signature</th>
<th>Date</th>
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STEP 5: Save the appeal form to your computer. Email your completed appeal and any supporting documents to SAPappeal@century.edu. You will receive email communication from Century College regarding an appeal decision within 10 business days.

~~~~~~~~~~ Appeal Decision and Conditions — Office Use Only ~~~~~~~~~~~

**Appeal is approved for:**
- ☐ Academic Suspension
- ☐ Financial Aid Suspension

☑ You may register for ________ term and you may register for no more than ________ credits.

**Appeal is denied for:**
- ☐ Academic Suspension
- ☐ Financial Aid Suspension

- ☐ Lack of Academic Progress
- ☐ Lack of extenuating circumstances

- ☐ Failure to follow conditions of previous Financial Aid Appeal (100% term completion/2.5 GPA)
- ☐ Other:

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<thead>
<tr>
<th>Academic Suspension Appeal Committee</th>
<th>Date</th>
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<tr>
<td>Financial Aid Department</td>
<td>Date</td>
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**If you disagree with the academic decision, you may appeal to the Associate Dean of Student Success. If your financial aid appeal is denied you may appeal to the Student Services Committee. All second appeal decisions are final. Email SAPappeal@century.edu to request a secondary review of your denied appeal.**