



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: _____ Student ID: _____
Last First

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):

- | | |
|---|--|
| <input type="checkbox"/> Health issues: medical and/or mental | <input type="checkbox"/> Disability |
| <input type="checkbox"/> Academic concerns (time management/time commitment/didn't know my major/online vs in person classes, etc.) | <input type="checkbox"/> Called to active duty |
| <input type="checkbox"/> Family/relationship issues (change of marital status) | <input type="checkbox"/> Childcare |
| <input type="checkbox"/> Housing/transportation | <input type="checkbox"/> Natural Disaster (flood, fire, tornado, etc.) |
| <input type="checkbox"/> Death of family member/friend | <input type="checkbox"/> Covid 19 Pandemic |
| <input type="checkbox"/> Employment/income (work schedule, loss of job) | <input type="checkbox"/> 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 Polices. 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.**

Student's Signature

Date

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**

Denial Reason(s):

- |                                                            |                                                                                                                       |
|------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> Lack of Academic Progress         | <input type="checkbox"/> Failure to follow conditions of previous Financial Aid Appeal (100% term completion/2.5 GPA) |
| <input type="checkbox"/> Lack of extenuating circumstances | <input type="checkbox"/> Other:                                                                                       |

Academic Suspension Appeal Committee

Date

Financial Aid Department

Date

**\*\*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](mailto:SAPappeal@century.edu) to request a secondary review of your denied appeal.**