



## Satisfactory Academic Progress Appeal Extenuating Circumstances Appeal

Student Name \_\_\_\_\_ Valley ID # V \_\_\_\_\_

Phone \_\_\_\_\_ Date of Birth \_\_\_\_\_

The Financial Aid Office recognizes students may experience special circumstances that may affect their ability to complete classes. This form reflects the types of circumstances when professional judgment may be used. The following procedures are established to ensure an appeal process exists and is consistent for all students, who wish to appeal, question, or grieve matters relative to their financial aid. If you have questions regarding the appeal process, contact the Financial Aid Office. To assist the Financial Aid Office with the review process and to avoid processing delays, we request that you obtain the appropriate documentation and attach it to the Appeal.

### Standards of Progress Appeal

- \_\_\_ 1. **Maximum Time Frame** If you need to attend additional semester(s) to complete your degree or certificate and you feel circumstances beyond your control have created this situation; you may appeal the maximum time frame requirement.
  - (1) Complete this appeal form requesting our office to review your appeal for the purpose of waiving the federal requirement mandating a maximum time for program completion. (2) State specifically why you were unable to complete your program of study within the time frame. (3) Attach a copy of your current curriculum guide. **An Academic Counselor must highlight and initial the remaining courses you need to complete your degree.** (4) Return the completed appeal form and curriculum guide to the Financial Aid Office. **Note:** You will need to complete this appeal form when grades are posted each semester. If you have a current curriculum guide on file (from a recent appeal), you will only need to complete the appeal form.
  
- \_\_\_ 2. **Termination Status** A financial aid recipient is terminated from financial aid when s/he fails to complete 75% of credit hours required (or 100% of credit hours required for less than half-time) or did not establish a semester 2.0 GPA or cumulative 2.0 GPA during the probationary semester. In order to be reinstated **to a status eligible for financial aid**, student must:
  - (1) Initiate the appeal process to have their terminated status reviewed for a status change. (2) The student must also complete a minimum number of credit hours with a minimum 2.0 semester GPA or raise their cumulative GPA to 2.0. The minimum number of credit hours required is based on the enrollment status in the award year where the probation occurs and is either 6 or 12 credits. In cases involving variable enrollment, the greater status will be used. (3) The student must complete the appeal form upon completion of the credit hour requirement and the GPA requirement. (4) When the appeal has been processed, the student is eligible for probation status.

### Extenuating Circumstances Appeal

- \_\_\_ 3. **Medical Circumstances Prevented Student From Attending Class(es)** To initiate a review of your financial aid status in regard to medical circumstances:
  - (1) Complete this appeal form requesting our office to review your appeal. (2) State specifically why you were unable to complete your classes. (3) Attach documentation from your Physician or other medical provider (on letterhead) indicating why you were unable to attend classes. (4) Return the completed appeal form and documentation to the Financial Aid Office.
  
- \_\_\_ 4. **Other Extenuating Circumstances Prevented Student From Attending Class(es)** To initiate a review of your financial aid status in regard to mitigating circumstances:
  - (1) Complete this appeal form requesting our office to review your appeal. (2) State specifically why you were unable to complete your classes and are requesting special consideration. (3) Attach documentation from your Attorney, High School Counselor, Caseworker, Employer, Law Enforcement Official, etc. (on letterhead) indicating why you were unable to attend classes. (4) Return the completed appeal form and documentation to the Financial Aid Office.

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**Kalamazoo Valley Community College**  
 Financial Aid Office — Texas Township Campus — Room 4530 — 6767 West O Avenue  
 P.O. Box 4070 — Kalamazoo, MI 49003-4070 — Phone: 269-488-4340 — Fax: 269-488-4120  
 E-mail address: finaid@kvcc.edu — Web site: www.kvcc.edu

**State your reason(s) for Appeal (Attach a separate sheet if necessary)**

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**Student Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

We encourage you to become familiar with KVCC's Valley Information Portal (VIP) system. This will enable you to check your financial aid information periodically through VIP for any changes to your financial aid eligibility.

**Appeal Review Process**

In most cases the Assistant Director of Financial Aid will review your request for appeal. The Assistant Director may request the appealing party schedule an appointment to review the appeal. The appealing party will be notified in writing of the outcome of the appeal. All mail is sent to the address the student has on file with the Records Office at KVCC. Please be sure that your current address is on file.

If the appeal is not resolved to the satisfaction of the appealing party, s/he may appeal in writing to the Director of Financial Aid within 10 days from the date recorded on the notification letter informing the student of the outcome of the initial appeal. The Director of Financial Aid will review the Appeal form based on the written request from the appealing party. The Director of Financial Aid may request the appealing party schedule an appointment to review the appeal.

**Financial Aid Office Use Only**

This student's request for special consideration has been reviewed and the following determination has been made:

**Financial Aid Advisor Comments:** \_\_\_\_\_  
\_\_\_\_\_

Initials \_\_\_\_\_ Date \_\_\_\_\_

**Assistant Director of Financial Aid Comments:** \_\_\_\_\_  
\_\_\_\_\_

Initials \_\_\_\_\_ Date \_\_\_\_\_

**Director of Financial Aid Comments:** \_\_\_\_\_  
\_\_\_\_\_

Initials \_\_\_\_\_ Date \_\_\_\_\_