

Satisfactory Academic Progress (SAP) Financial Aid Appeal Form

Student Name: _____ Valley ID #: V00 _____ Enrollment Term: 20 _____

☐ Fall
☐ Winter
☐ Summer

Student Financial Services recognizes that students may experience special circumstances that impact their ability to complete courses successfully. The appeal process is an opportunity to explain your reasons for not meeting Satisfactory Academic Progress Standards. It also provides an opportunity for you to write a specific plan for your return to good standing. The following document ensures that an appeal process exists and is consistent for all students who wish to appeal their financial aid satisfactory academic progress status.

The full KVCC SAP policy is located at https://www.kvcc.edu/admissions/finaid/forms/SAP_Standards_Fall_2025.pdf

Priority Deadline to submit a SAP appeal for Anticipated Enrollment Term

Fall semester - July 1st

Winter semester – October 1st

Summer semester - March 1st

Confidentiality Statement

All information submitted with this Satisfactory Academic Progress (SAP) appeal will be kept as private as possible and reviewed only by the appropriate institutional staff involved in the appeal process. Please note that while your information will be treated as confidential, the institution is legally obligated to share relevant details with designated officials if your appeal includes disclosure of sexual harassment, sexual assault, domestic/dating violence, stalking, or other conduct covered under Title IX.

In such cases, the information will only be shared with individuals who have a need to know in order to ensure your safety, provide support, and comply with institutional and federal requirements. By submitting this appeal, you acknowledge that you understand these confidentiality limitations and the circumstances under which information may need to be disclosed.

Instructions:

- 1) Write a statement in essay format – **typed** – and physically sign and date the statement (*we cannot accept statements with electronic signatures*)
 - a) What extenuating circumstance occurred during the semester that resulted in you not meeting satisfactory academic progress standards?
 - b) What has now changed that will prevent the same extenuating circumstance from impacting your satisfactory academic progress in future courses?
 - c) What program plan are you pursuing, and which semester are you planning to enroll in?
 - d) What are your long-term academic and career goals?
 - e) What steps will you take to ensure you successfully complete each semester with at least a 2.0 grade in each class?
- 2) Include professional, third-party documentation supporting your appeal that provides evidence of the extenuating circumstance occurring and/or documentation that provides evidence that the extenuating circumstance is resolved or being managed. (*Depending on the documentation provided, documentation may not be acceptable/additional documentation may be required.*)
- 3) Submit a copy of your current Program Plan Worksheet – Submit the program plan worksheet you intend to graduate with. If your appeal is approved, changing your program plan while on a Financial Aid Academic Plan will nullify the approval. (*go to your My Valley page, click “Degree Works”, click the small “Print” button at the top-center of your Program Plan page*)
- 4) Physically initial, sign, and date this SAP Appeal form (*we cannot accept forms with electronic signatures*)

Next Steps:

- All appeal results and requests for additional information will be emailed to your official KVCC email address.
- If additional documentation/information is requested upon initial review and no action is taken within 30 days of the request, the appeal will be denied.
- Appeal requests are considered on an individual basis in the order they are received.

Certification:

By signing below, I acknowledge and confirm that:

- The information provided is complete and correct. Purposely giving false or misleading information will result in my appeal being denied and possibly being reported for academic dishonesty.
- I will only take courses I need as outlined in my Program of Study or remedial courses required by my program.
- I understand the importance of using all academic resources to be successful, including Academic Advising and Counseling. <https://www.kvcc.edu/services/development/>
- Submitting the Satisfactory Academic Progress financial aid appeal form does not guarantee the appeal to be approved and I am responsible for any tuition, fees, and inclusive access/book charges.

Student Signature: _____ Date: _____