

# Appealing a Satisfactory Academic Progress Hold at Evergreen.

Please read through the following scenarios and follow the instructions for the scenario that best fits your circumstances.

**Make sure that you tell us how to get in touch with you when you write your petition. Include your name, phone number, mailing address, Evergreen ID number, and email address.**

## ***Scenario #1***

**You receive a Satisfactory Academic Progress (SAP) letter from Financial Aid because you did not earn the required number of credits (75%), but believe that extenuating circumstances prevented you from making satisfactory progress.**

RESOLUTION: Read the Satisfactory Academic Progress Policy that accompanied the letter Financial Aid sent to you. If you feel that extenuating circumstances prevented you from making satisfactory progress you may appeal your case to the Professional Judgment Committee. The appeal must be in writing and include the details of why you did not earn all or some of your credits. It is important that you include supporting documentation whenever possible.

### **Examples of supporting documentation would be:**

- Documentation from your health care provider, mental health professional or hospital that corroborates your circumstances. This form of documentation should include a statement supporting your return to school if the health condition is of an ongoing nature.
- A letter from a family member, friend or relative that corroborates your circumstances and supports your decision to return to school.
- A letter from a person who is familiar with your situation and can write in your support. This letter could be from a staff member from one of the support offices at Evergreen, a mentor outside of Evergreen, a pastor in your church, a sponsor from a twelve-step program or anyone who fits into this role in your life.
- Please make sure you provide us with a letter of support from the appropriate office if you are a student who utilizes KEY Student Services or ACCESS Services at Evergreen. These offices are at Evergreen to help you succeed academically and will help you work out a plan to succeed. If you have an academic plan set-up with one of these offices please include the details of that plan in your petition.

Approval of petitions is generally limited to medical, family or personal emergencies and other circumstances entirely beyond your own control, which are extraordinary, unusual and non-recurring. Allow two weeks for a response to your petition. However, you have the right to petition for any circumstance that you feel affected your academic performance.

## ***Scenario #2***

**You have completed the required number of credits, but the results have not yet been posted to your official academic record.**

This situation usually happens when your credit from the academic year does not post to your permanent academic record by August 15<sup>th</sup>. If you fall into this category you will receive a letter from Financial Aid stating that you are not making Satisfactory Academic Progress. If you believe you earned all of the credits you attempted during the academic year, you must contact your professor or the program secretary from your program and ask them when your credits will post. Your Financial Aid will be on hold until your credits post.

**In addition, you are responsible for telling Financial Aid that your credits are posted to your academic record.** Once you notify the Financial Aid Office, we will verify that your credits have posted. Your aid will be released from the hold status if you earned all credits or at least 75% for the year.

In certain situations, Financial Aid notifies students that they must hand in a Credit Verification Form at the end of each quarter to prove they are making Satisfactory Academic Progress. These forms must be completed by either your faculty or program secretary. They are only acceptable when the Financial Aid Office specifically requests the Form and are not acceptable for scenario #2 mentioned above. A memo from your faculty stating that you are making progress and will likely complete credit is not sufficient.

### ***Scenario #3***

**You have been granted additional time to complete your academic work.**

RESOLUTION: Arrangements you negotiate with your faculty DO NOT include financial aid eligibility. You are not eligible to receive financial aid until you demonstrate satisfactory academic progress. Your Financial Aid will be held if you have outstanding credits at the time SAP is measured. In addition, your Financial Aid will be held if you have an "Incomplete" posted to your academic record.

Completing your work and having your credits posted to your academic record is the first step in resolving either of these situations. You must notify Financial Aid once the credits are posted. Financial Aid will verify the number of credits earned and if you completed the required 75% or more, your Financial Aid will go forward. You will receive a Satisfactory Academic Progress letter from the Financial Aid Office with a copy of the Satisfactory Academic Progress Policy if we find that you did not complete the required 75%. You would then follow the instructions in Scenario #1 on the first page of this document.

**UNTIL YOUR ACADEMIC PROGRESS PROBLEM IS RESOLVED, YOU ARE NOT ELIGIBLE FOR FINANCIAL AID AND ARE RESPONSIBLE FOR PAYMENT OF TUITION, FEES AND ALL OTHER EXPENSES ON YOUR OWN.**