



Please Print:

Name \_\_\_\_\_ Student ID Number \_\_\_\_\_

Address \_\_\_\_\_

Phone (\_\_\_\_) \_\_\_\_\_ Current Email Address (if any) \_\_\_\_\_

Anticipated Graduation Date: \_\_\_\_\_

Semester or academic year for which you are requesting reinstatement of your financial aid: \_\_\_\_\_

A student who has lost his/her eligibility for financial aid due to lack of satisfactory academic progress may appeal for reinstatement of his/her eligibility if circumstances **beyond their control**, i.e. **declaration of national disaster or pandemic declared by the President of the United States as of March 13, 2020, prevented them from meeting the established standards. Must not have been in jeopardy of progressing prior to March 13, 2020.**

To appeal, submit all of the items below. Your responses should be provided on separate paper and attached to this form with supporting documentation. All statements provided should be TYPED. **\*NO APPEALS WILL BE APPROVED WITHOUT THE APPROPRIATE SUPPORTING AND VALID DOCUMENTATION.**

1. Provide your own statement describing the Very Serious Circumstances that caused a major disruption to your ability to successfully compete your course work. Mitigating circumstances are: an injury or illness of the student, the death of an immediate relative of the student, or other special circumstances as determined and approved by the school. It is important that you demonstrate a clear and thorough understanding of why you experienced academic difficulties so that you will be able to take sufficient steps in the future to improve your academic performance and meet the prescribed standards. **Be specific in your explanation since incomplete information may cause a delay in the review of your appeal or a denial of your request.**
2. Provide a second statement outlining the specific steps you intend to take in the next semester to improve your academic performance. This statement should be thorough and detailed, demonstrating your commitment to achieving the required grade point average and/or percentage of completed credits.
3. Attach documentation that supports your appeal. If, for example, the deficiency was caused by medical problems or personal injury, provide supporting evidence from a physician or hospital. Other forms of documentation might include a letter from a counselor or therapist, copy of obituary or death certificate in the case of the death of an immediate family member (mother, father, sister, brother, grandmother, grandfather).
4. If you are appealing for more time to complete your degree, please include an evaluation from your department that clearly shows how many hours you have remaining to complete your degree.
5. If you have additional information that you would like the committee to consider, you may include a statement detailing this information.
6. Sign and attach this form to your written statements and documentation and return it to:

Voorhees College  
Office of Student Financial Aid  
Financial Aid Review Committee  
P.O. Box 678  
Denmark, SC 29042  
803-780-1151  
[finaid@voorhees.edu](mailto:finaid@voorhees.edu)

**I understand that the Financial Aid Review Committee will not accept an appeal for Satisfactory Academic Progress (SAP) that is incomplete or lacks documentation. I am; therefore; submitting my completed SAP appeal.** I understand that the Financial Aid Review Committee will review completed appeals only. I further understand the Satisfactory Academic Progress Policy and that a favorable decision is not guaranteed.

Student Signature \_\_\_\_\_

Date \_\_\_\_\_

**\*COMPLETE ALL ITEMS ABOVE THAT IS REQUESTED, SIGN AND PRINT THIS DOCUMENT AND RETURN IT TO THE ADDRESS ABOVE**

Financial Aid Review Committee Use Only	
Action Taken:	Approved _____ Notification of decision sent
	Denied _____ Notification of decision sent
Financial Aid Review Chair – Signature _____	Date _____



# **SATISFACTORY ACADEMIC PROGRESS (SAP) POLICY**

## **FOR FINANCIAL AID ELIGIBILITY**

The United States Department of Education Federal Financial Aid regulations require that institutions establish, publish and apply reasonable standards for measuring students' satisfactory academic progress in their educational programs. Students who receive Federal Title IV funds, as well as those who do not receive Federal Title IV funds must equally meet these standards and measurements. While in residence at Voorhees College, each student is expected to demonstrate consistent progress towards meeting degree requirements. Qualitative and quantitative measurements are used to monitor academic progress at the College. This progress is measured at the end of the academic school year to determine eligibility for the upcoming school year of SAP for financial aid eligibility. Failure to meet the College's SAP will result in the loss of financial aid eligibility. Students are considered to be making satisfactory academic progress if they:

### **COMPONENT 1: Qualitative Measurement**

**Maintain the minimum cumulative grade point average.**

<b>Cumulative Hours Earned:</b>	<b>Minimum Cumulative GPA:</b>
1-29 hours	1.55
30-59 hours	1.75
60-89 hours	1.95
90 hours and above	2.00

### **COMPONENT 2: Quantitative Measurement**

\*Each student must successfully pass a minimum 67% of their cumulative credit hours attempted in their program of study toward a degree at the College (rounded to the next highest number). Drops, Withdrawals, Incompletes, Failures, Repeated, non-credit remedial coursework and transfer credit hours accepted by Voorhees College will be counted towards the hours attempted.

### **COMPONENT 3: Maximum Time Frame**

A student receiving federal student aid must complete their degree program at Voorhees College within a time frame that is no longer than 150 percent of the published length of the program. The time frame includes all transfer credits accepted by Voorhees toward the degree and all of the attempted credit coursework at Voorhees College, regardless of any change in program or any prerequisite course work necessary for admission to a program. The appropriate time frame is calculated according to each student's current degree program. For example, a degree may require a maximum of 120 credit hours ( $120 \times 150\% = 180$ ). To maintain federal student aid eligibility, a student may attempt no more than 180 credit hours to complete the degree. In addition, no student can receive federal student aid for more than the equivalent of one year of noncredit (remedial) courses (30 semester hours). Students only allowed to repeat courses twice in passing in order to receive Federal Title IV aid.

**\*BOTH COMPONENTS MUST BE MET (QUALITATIVE AND QUANTITATIVE) IN ORDER TO BE IN COMPLIANCE WITH THE SATISFACTORY ACADEMIC PROGRESS STANDARDS.**

## **COMPONENT 4: Probationary Period**

**There are no automatic standard probationary periods at the college. If the student is not making satisfactory academic progress at the end of the academic school year when grades are reviewed, they are automatically ineligible to receive Federal Student Aid at Voorhees College.**

### Appeals Process

On occasion students may fail to maintain satisfactory academic progress due to very serious circumstances that caused a major disruption to their ability to successfully complete their course work. If students believe that they can present mitigating circumstances (I.E. An injury or illness of the student, the death of a relative of the student; and, other special circumstances as determined by the school) they must request reconsideration in writing to the Chair of the Financial Aid/Academic Review Committee within 30 days of the date of the letter of Federal Student Aid Ineligibility. The appeal must be typed. The request should include a comprehensive description of the circumstance(s) and documentation that verify the information that is discussed in the comprehensive description. The Financial Aid/Academic Review Committee will review the appeal, make a recommendation, and send a letter of response. The decision of the Financial Aid/Academic Review Committee is final and cannot be appealed. Students not meeting the SAP requirements as defined by the Policy may re-establish eligibility to receive financial aid by enrolling at Voorhees College and increasing their SAP as defined by the policy at the expense of the student without Title IV funding). The student can appeal to the Academic/Financial Aid Committee for review after the SAP requirements have been satisfied for re-establishment of their ability to receive financial aid. It is the responsibility of the student to notify the committee that they are meeting the SAP requirements towards their degree. The financial aid office will not monitor nor will it request a student to appeal for the reinstatement of their Title IV funding once eligibility is lost. Approved appeals can only be for ONE SEMESTER OF PROBATION. Should an appeal for probation be approved for an additional semester after the loss of FEDERAL STUDENT AID ELIGIBILITY and SAP is not met, the student is dismissed from the college from receiving Title IV financial aid until such time that they have met the standards of progress according to the policy. Students attempting to be Readmitted to college and were not meeting SAP when they discontinued matriculation will not be eligible for Federal Aid unless an appeal is approved for One Semester of Probation and all other required SAP Standards of Progress are met including but not limited to a Plan of Study that may be required by the College in order for the student to matriculate toward the academic requirements and successful completion of the degree program.

All questions about academic records and all requests for changes to those records must be made to the Academic Departments, Registrar, and Academic Dean. Voorhees College academic regulations describe the petition process. Voorhees College Office of Student Financial Aid has no authority to alter the academic record.

**EFFECTIVE: Jul1y, 2011 - Updated May 7, 2020**



# SATISFACTORY ACADEMIC PROGRESS

## Review Worksheet for Financial Aid Eligibility

\_\_\_\_\_

**Last Name**

\_\_\_\_\_

**First Name**

\_\_\_\_\_

**Student ID Number**

### COMPONENT 1: Qualitative Measurement

Maintain the minimum cumulative grade point average.

Cumulative Hours Earned:	Minimum Cumulative GPA:
1-29 hours	1.55
30-59 hours	1.75
60-89 hours	1.95
90 hours and above	2.00

STUDENT CUMULATIVE HOURS EARNED: \_\_\_\_\_

STUDENT CURRENT CUMULATIVE GPA: \_\_\_\_\_

QUALITATIVE MEASUREMENT MET? \_\_\_\_\_ YES \_\_\_\_\_ NO

### COMPONENT 2: Quantitative Measurement

\*Each student must successfully pass a minimum 67% of their cumulative credit hours attempted in their program of study toward a degree at the College (rounded to the next highest number). Drops, Withdrawals, Incompletes, Failures, Repeated, non-credit remedial coursework and transfer credit hours accepted by Voorhees College will be counted towards the hours attempted.

HOURS ATTEMPTED \_\_\_\_\_ HOURS EARNED \_\_\_\_\_ PERCENTAGE COMPLETED \_\_\_\_\_%

QUANTITATIVE MEASUREMENT MET? \_\_\_\_\_ YES \_\_\_\_\_ NO

### COMPONENT 3: Maximum Time Frame

(150 PERCENT EXCEEDED)? \_\_\_\_\_ YES \_\_\_\_\_ NO

SAP MET? \_\_\_\_\_ YES \_\_\_\_\_ NO

SUPSPENSION \_\_\_\_\_ YES \_\_\_\_\_ NO

**\*STUDENTS MUST MEET BOTH QUALITATIVE AND QUANTITATIVE STANDARDS IN ORDER TO MEET SAP.**