



# WALLACE STATE

HANCEVILLE • ONEONTA

## 2024-2025 Financial Aid Appeal Form Satisfactory Academic Progress Appeal

Student's Name \_\_\_\_\_ Student's "A" Number \_\_\_\_\_

E-mail address \_\_\_\_\_ Student's Cell Phone \_\_\_\_\_

Declared Major: \_\_\_\_\_ Semester appeal to begin: \_\_\_\_\_

\* Complete appeals with advisor signature and documentation may be emailed to [karen.downs@wallacestate.edu](mailto:karen.downs@wallacestate.edu). iPhones and Android phones have apps that allow users to scan documents for easy emailing and uploading.

Financial Aid Appeal Deadlines			
FALL 2024 OPEN ENROLLMENT/ MINI I	8/12/2024	MINI II	10/11/2024
SPRING 2025 OPEN ENROLLMENT/ MINI I	01/06/2025	MINI II	03/03/2025
SUMMER 2025 OPEN ENROLLMENT/ MINI I	05/15/2025	MINI II	06/30/2025

Have you previously submitted a Financial Aid appeal?  YES  NO

Have you completed a degree or certificate at Wallace State Community College or at another school?  YES  NO

### SAP Guidelines

- Federal regulations require students to maintain Satisfactory Academic Progress (SAP) in three areas - cumulative GPA, hours earned, and maximum time limit- to be eligible for financial aid. See the SAP policy listed at [www.wallacestate.edu/financialaid](http://www.wallacestate.edu/financialaid).
  - GPA must equal a 2.0
  - Students must pass 67% of all classes they start
  - Students may only receive aid on up to 150% of their Degree Program
- It is the student's responsibility to stay informed of the SAP standards and to monitor their own progress on their Financial Aid Information at "My Wallace State."
- Students who fail to meet SAP will be notified by the financial aid office if they are out of compliance and not eligible to receive aid due to insufficient academic progress on "My Wallace State."
- Submission of an appeal is NOT an automatic approval for financial aid.** Students will be notified from the information provided on this form after the Appeal Committee has met by e-mail. Students will also receive a formal letter in email form of this determination.

### Reinstatement Request Type

Below please indicate which situation applies to your academic difficulty:

- Medical:** If a personal medical problem contributed to your failure to maintain satisfactory academic progress, attach documentation from a medical professional from whom you have received advice or treatment.
- Death/Illness:** If the death or illness of an immediate family member contributed to your lack of academic progress, please attach appropriate copies of medical records, death certificate, obituary etc.
- Military Service:** If you have withdrawn due to military service, provide documentation
- Second Undergraduate Degree:** If you have attempted more than 150% hours due to working on a second degree, provide your expected graduate for the second degree in your letter. **You must have graduated with first degree.**
- Other Circumstances:** Please clearly state the circumstances (not listed above) in your appeal letter and provide appropriate documentation.

**Note: Circumstances related to the typical adjustment to college life such as working while attending school, financial issues related to paying bills and car maintenance/travel to campus, are not considered as extenuating for purposes of appealing suspension of financial aid.**

**Directions for submissions:**

- Do NOT discuss your **need** for financial aid as part of your rationale for reinstatement of Title IV Federal Financial Aid. It is assumed by the Financial Aid Appeals Committee that any student filing an appeal is doing so based upon financial need.
- Students cannot appeal a prior balance owed as a result of an early withdrawal or a Return of Title IV balance owed.
- **Incomplete applications will receive an automatic denial**
- **A detailed letter of explanation.** Please make sure to address the specific semesters where you experienced academic problems or withdrawals. Include what actions you took to make an effort to meet your responsibilities during the time of your mitigating circumstances and how your circumstances have improved.
- **Proof** that the event you described occurred. (Statement from your physician, medical bills, police report, obituary, etc.) Proof should support the circumstances in the letter and the terms on transcript in which circumstance occurred.
- **Degree Works from your My Wallace State account** showing the courses you must take to graduate from WSCC with your declared major. Once you have discussed this with an advisor both of you must sign the Degree Works. Appeals turned in without both a student and Advisor’s signature will be an automatic denial.

**Appeal Results Student Acknowledgments**

- If **DENIED**: by signing below I understand that decisions are processed on a case-by-case basis and the committee may **deny** any SAP appeal. I also understand that the decision of the appeal committee is final.
- If **APPROVED**: by signing below I recognize that I am expected to make academic progress as detailed.
  - taking at least 6 hours of classes
  - pass all courses with a “C” and no withdrawals
  - **only** register for courses that are in my Educational Plan that was submitted with Financial Aid Appeal. Additional courses or program changes are not allowed.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Advisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Projected Graduation Date: \_\_\_\_\_

**KEEP A COPY FOR YOUR RECORDS**

Submit **completed** documents at Lion Central, email to [karen.downs@wallacestate.edu](mailto:karen.downs@wallacestate.edu) or mail to:

**Wallace State Community College**  
**Financial Aid Office**  
**P.O Box 2000**  
**Hanceville, AL 35077-2000**

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**FOR OFFICE USE ONLY**

Hours Attempted \_\_\_\_\_ Hours Completed \_\_\_\_\_ GPA:

Major change: \_\_\_\_\_

Appeal Committee Approved  Denied

Recommendation

\_\_\_\_\_  
FA Official Signature

\_\_\_\_\_  
Date

The Free Application for Federal Student Aid (FAFSA) is the only form that a student is required to complete to be considered for student assistance from any of the Title IV, HEA programs. No additional application or other request for information can be required by an institution in support of the student’s request for Title IV, HEA program assistance, except for information needed to ensure the student’s eligibility for such assistance (e.g., information needed to complete verification or to demonstrate compliance with the student eligibility provisions of the HEA and the regulations).

**Wallace State Community College** prohibits discrimination based on the grounds of sex, sexual orientation, gender identity, part- or full-time status, disability, age, race or national origin, be excluded from participation in, be denied the benefits of, any educational program or activity.