

Financial Aid Office 2022-2023 Satisfactory Academic Progress Appeal Process

Eastern WV CTC 316 Eastern Drive Moorefield, WV 26836 Phone: 304-434-8000 FAX: 304-434-7004 FINAID@easternwv.edu

To receive financial aid administered by Eastern WV Community and Technical College, you must be making satisfactory academic progress (SAP) toward completion of an eligible degree. For this reason, your SAP for financial aid is calculated each semester to verify that you have met all Federal SAP standards. Federal regulations require that academic progress be evaluated both quantitatively and qualitatively. Eastern WV's policy is outlined below and is available on our website, www.easternwv.peacme@ertificate Degree

Hours Attempted	Cumulative GPA	Completion Ratio
0-16+	2.00	67%

- x IF YOU DID NOT MEET THE PROGRESS REQUIREMENTS because you had unusual circumstances, you may file an appeal with our office. You will need to demonstrate the unusual circumstances beyond your control. These circumstances should be one-time occurrences that are not likely to be repeated.
- x READ THE INSTRUCTIONS CAREFULLY. All forms and documentation must be submitted by the respective deadline. Incomplete appeals will not be reviewed. Appeals received after the deadline will be considered for the next semester.
- x PROCESSING TIME WILL VARY. Appeals are reviewed within 15 business days of receipt. You will be notified in writing once a decision has been made; however, you m5 (t)-6wevoulbut, be aware that if your appeal is

Financial Aid Office 2022-2023 Maximum Hour Financial Aid Suspension Appeal Form

ast Name, First Name, M.I.	Student ID Number
The following requirements must be submit	tted to the Financial Aid Office for your appeal to be reviewed:
1. A completed Appeal Form	
2. A signed, formal, personal statement exp	plaining your extenuating circumstances
3. Supporting documentation that supports	your extenuating circumstances
4. An explanation of steps that will be taker	n to ensure that the minimum SAP standards will be met
5. An academic plan completed and signed	by your Academic Advisor

STEPS FOR ACHIEVING SAP:

Χ	Current Major:
Х	Anticipated Graduation Date:

x I need to complete

Last Name, First Name, M.I.	Student ID Number

Eastern WV