



800 College Court
New Bern, NC 28562
252-638-7200
(Fax) 252-637-6112

305 Cunningham Blvd.
Havelock, NC 28532
252-444-6005
(Fax) 252-444-1918
www.cravencc.edu

Satisfactory Academic Progress (SAP) Appeal

Student Name (Print)	Student ID/Social Security #	Date
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SAP Appeal Reason

GPA
 67% Completion
 150% Max Timeframe

Federal regulations require students to maintain Satisfactory Academic Progress (SAP) in three areas: cumulative GPA must be a 2.0 or above, students must pass at least 67% of registered coursework, and students must complete their program of study within a maximum time frame (quantitative measurements) which cannot exceed 150% of the published length of an academic program. The time frame begins with the first term of enrollment and continues until the student completes a program of study. All terms are counted, even those where the student did not receive financial aid. A student’s progression is evaluated at the end of each term. It is the student’s responsibility to stay informed of the SAP Policy and to monitor his/her own progress. Craven Community College evaluates each student’s SAP at the end of each semester.

In some cases, a student’s failure to be in compliance with one or more areas of SAP is due to events beyond the student’s control. If such “mitigating circumstances” can be documented for the specific term(s) when the deficiencies occurred, the student may submit this completed SAP Appeal, along with all supporting documentation.

Examples of Mitigating Circumstances

Please check one of the following:

- Serious illness or injury to student
- Death or serious illness of an immediate family member
- Significant trauma in student’s life that impaired the student’s emotional or physical health
- Military reassignment or deployment
- Homeless
- Retraining from job layoff
- Other (Please Explain) _____

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Required Documentation:

A letter from doctor supporting onset of illness, death certificate or obituary for family member, DD214 or orders showing military reassignment/deployment, letter from employer stating date and reason for layoff, letter from unemployment office offering retraining (TRA benefits letter).

You must complete this Educational Plan:

List the courses needed for degree completion.

Course Name & Number	Credit Hours

Please provide a letter explaining your educational goals.

Major _____

Anticipated Graduation Term _____

Advisor's Name _____

Advisor's Signature _____

CERTIFICATION STATEMENT: I certify the information submitted is true and correct to the best of my knowledge. I have read each section and provided the required documentation explaining my situation. I understand that I will be notified of the final decision through my CCC gmail.

The CCC Financial Aid Appeals Committee will review your complete enrollment record including transfer credits, developmental credits, repeated credits, withdrawn courses, and incomplete work in an effort to evaluate your potential for completing your new program of study.

Please Note: Appeals submitted without adequate documentation will be **DENIED**.

Student's Signature

Date

FOR STAFF USE ONLY

Approved Term _____ Denied Term _____

OFA Signature: _____ Date: _____

Questions about Financial Aid? Visit cravencc.financialaidtv.com

“Building an Engaged Community Focused on Excellence, Service, & Leadership”