



Satisfactory Academic Progress Appeal Request For Financial Aid

For students not meeting Pace of Progression or GPA Measures

Student Name _____ Student ID _____

Address _____ City _____ State _____ ZIP _____

(____) _____ (____) _____

Telephone Number _____ Cell Phone Number _____ Reason for Appeal _____

PLEASE READ BEFORE CONTINUING:

Please provide detailed information regarding the circumstances for your request, dates of any incident, and rationale as to what changes you will implement to ensure that your next semester of attendance will be successful. Attach neutral third party documentation (required for consideration) and return to the KCC Financial Aid Office. Your appeal will be reviewed and you will be notified of a decision through your KCC Email account. If you are currently enrolled you will need to make arrangements to pay for your classes. If approved, your aid could take several more weeks to process depending on your circumstance. You may provide the following details on this form or in letter form:

1) What is the reason for your appeal? Why are you appealing? What do you expect to get out of this process? Be sure to re-state in your own words the reason that you are not making academic progress, i.e. what should your GPA be, what is it now?

2) State the Facts! Explain your pertinent academic history. Remember, your entire academic history must be taken into account when your academic progress is reviewed.

3) Describe extenuating circumstances – make your case!

Think about what circumstances/events occurred that prevented you from meeting the satisfactory academic progress requirements.

4) How will you improve? Please discuss actions that you have taken or will be taking to make satisfactory progress in the future.

To the best of my knowledge all the information on this form and supporting documents are accurate and complete. I acknowledge that if the form is incomplete I will receive a denial letter.

Student's Signature

Today's Date

Submission Deadlines: Fall -November 2nd ~ Spring - April 2nd ~ Summer - June 15th

Below line is for Financial Aid Office to complete

Approved Probation 1 (One semester) Probation 2 _____ (e-mail Academic Plan)
Date

Denied

Financial Aid Officer

Date

Submit to: Kellogg Community College Financial Aid Office
450 North Avenue Battle Creek MI 49017 ~ 269-965-4123 ~ fax 269-966-4089
Email: finaid@kellogg.edu ▪ Website: www.kellogg.edu/financialaid