



UNIVERSITY of HAWAII®
KAUA'I
COMMUNITY COLLEGE

Satisfactory Academic Progress Appeal Form

Student Name _____ UH ID# _____ KCC Major _____

1. Submit an Appeal Letter. On a separate piece of paper, answer the following questions completely and thoroughly:

- **Explain the circumstances** that caused you to fall below the financial aid satisfactory standards (cumulative 2.00 GPA; 67% cumulative course completion rate). **Give specific information and dates.** Please attach **supporting documentation** to strengthen your case. (*Ex. Doctor's papers, letter from counselor, therapist, social worker, legal documents, etc.*)
- Explain what changes you have made (or will make) to overcome the hardships you listed above. **List the steps you have taken (or will take) to ensure success in your future studies.** Be specific about your goals.

2. Complete two online LIFE SKILLS lessons:

- Go to: <http://info.kauai.hawaii.edu/admissions/fa> and Click on "Life Skills"
- Follow the instructions for "Satisfactory Academic Progress Appeal"
- Complete both lessons:
 - *How Do I Manage My School Life?*
 - *How do I manage my personal life while in school?*

3. Meet with the Financial Aid Outreach Counselor

- The Financial Aid Outreach Counselor will explain the Satisfactory Academic Progress Policy, review your appeal letter, and provide you with a personalized Academic Plan Form for you to complete with your Academic Counselor.

4. Submit the Academic Plan Form.

- The Financial Aid Outreach Counselor will provide you with a personalized Academic Plan Form.
- Develop a reasonable class schedule with your Academic Counselor that will help you meet the requirements of your Academic Plan.

Your Appeal Letter (along with any supporting documentation), Academic Plan, and online Life Skills classes must be done for your appeal to be considered complete.

The deadline to submit an appeal is the **last day of the erase period** (approximately 3 weeks into the semester). See the Kaua'i Community College Academic Calendar for exact dates.

Office Use Only: ___ Life Skills completed ___ Academic Plan Submitted ___ Approved ___ Denied
Comments: _____ Initial: _____ Date: _____