

OKLAHOMA CITY COMMUNITY COLLEGE

FINANCIAL AID OFFICE

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OKLAHOMA CITY COMMUNITY COLLEGE

FINANCIAL AID SUSPENSION APPEAL REQUEST

Last Name First Name M.I. Social Security # OCCC Student ID#

Mailing Address (include apt. no.) Today's Date

City State Zip Code Date of Birth (mm/dd/yy)

Primary Phone (include area code) Alternate Phone (include area code) E-mail Address

Please read the following information before submitting your Financial Aid Suspension Appeal Request.

Satisfactory Academic Progress (SAP)

SAP is evaluated at the close of each semester based on the following criteria.

Qualitative Evaluation

Financial Aid cumulative GPA standards for Satisfactory Academic Progress (SAP) are:

1-15	Semester credit hours earned	1.5 CGPA
15-30	Semester credit hours earned	1.7 CGPA
31+	Semester credit hours earned	2.0 CGPA

Quantitative Evaluation

The cumulative number of credit hours successfully completed divided by the cumulative number of credit hours attempted measures PACE for SAP. Minimum PACE is 67%.

Example: 24 successful / 36 attempted = 67% PACE.

Successful grades include: A, B, C, D, P, S, and CIP.

Unsuccessful grades include: F, AW, W, I, NP, AU, and U.

Both successful and unsuccessful grades are counted as attempted. Transfer credit hours that apply to any degree or certificate at OCCC are counted in the number of attempted hours. Remedial or developmental credits are counted in the PACE calculation. Financial Aid Funds cannot pay for audited courses

Maximum Credit Hours

The maximum amount of credit hours for completion is 150% of the credit hours normally required to complete a degree or certificate program. Example: 60 hour program x 150% = 90 maximum hours for degree completion.

Appealable Circumstances

Circumstances that could impact a student's opportunity to meet SAP standards include but are not limited to: Death of an immediate family member, divorce, student or family member illness or accident requiring the student's care for an extended period. Documentation of the circumstances may be submitted with the appeal. The Financial Aid Office may request documentation to complete your review.

For more information see OCCC's entire SAP policy at: <http://www.occc.edu/FinancialAid/pdf/SAP.pdf>.

Dear Financial Aid Office:

I have been placed on Financial Aid Suspension for not maintaining financial aid satisfactory academic progress cumulative completion rate (PACE) and cumulative GPA requirements for my grade level.

I have an extenuating circumstance(s) that I will explain below and verify with additional documentation. I request that you review my status and notify me of your determination of my appeal.

Reason for request:

- Death of a family member
- Hospitalization, severe illness, or accident
- Other: _____ (provide documentation.)

Additional Documentation may include: death certificate, obituary, program, accident report, medical release, letter from doctor, instructor, or other professional.

Explain the circumstance indicated above and how it prevented the successful completion of your course(s).

Explain how your circumstances have changed and how you plan to improve your academic progress to meet cumulative PACE and cumulative GPA

Please visit the Financial Aid website, or click the link to, fill out an [Additional Documentation Form](#) and attach it to the front of your additional paperwork.

Documentation Provided:

- I understand that any false or misleading information could result in the loss of all financial assistance eligibility at Oklahoma City Community College and certify that all information provided in this appeal request, including any supporting documentation, is true and correct.
- I understand that I need to improve my academic standing by maintaining required PACE (67% completion rate each semester) and an appropriate semester GPA each semester in order to continue to receive Financial Aid. I agree, if referred, to work with a Learning Support Specialist to help me identify resources and develop strategies for a success plan which will be in place until I achieve satisfactory status and am released by the Office of Financial Aid.
- I understand that it is my responsibility as a student to make sure I have enrolled in classes that are included in my major. It is also my responsibility to successfully complete all courses enrolled in and maintain required GPA standards. I understand that failure to do so could result in a loss of future funding.

Signature

Today's Date

I understand that, by submitting this form online, I am providing an accurate and true electronic signature.



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