Triton
COLLEGE

Office of
Financial Aid

2000 Fifth Ave.
River Grove, IL 60171

# Standards of Academic Progress Appeal Form

Public Law 99-498 and Federal regulations [34CFR 668.16(e)] require a student to maintain satisfactory academic progress in three areas – cumulative grade point average, cumulative completion rate, and maximum time frame. In accordance with this policy, a copy of Triton College's Standards of Academic Progress (SAP) can be found in the college catalog, online at www.triton.edu/finaid or a copy can be obtained in the Financial Aid Office. You are required to submit an Appeal Form if you have not maintained standards.

| THIS APPEAL WILL BE CONSIDERED FOR THE REINSTATEMENT OF FINANCIAL AID FOR (CHOOSE ONE): | | |
|---|---|---|
| Fall 20 _____ | ❑ | PLEASE NOTE:<br>• The last day to appeal for a semester is the last day of the semester.<br>• Committee meeting dates are posted in the Financial Aid Office.<br>• All appeals must be submitted by noon the day before the committee meeting.<br>• If the College determines during SAP review that a student cannot mathematically complete the required courses for the educational program within the maximum time frame, the student will become ineligible for financial assistance. |
| Spring 20 _____ | ❑ | |
| Summer 20 _____ | ❑ | |

| THE REASON FOR THIS APPEAL IS: | |
|---|---|
| _____ | I did not complete a minimum of 67 percent of the credit hours for which I cumulatively enrolled. |
| _____ | My cumulative grade point average is below a 2.0. |
| _____ | I have exceeded the 150 percent time limitation of the credit hours required for my degree program. Typically an associate degree will have a maximum time frame of 96 credit hours (64 credit hours x 150 percent). Certificates will vary based on the credit hours required to complete the program. |

Name: _____

SSN: _____ Date of birth: _____

Address: _____

City, state, zip: _____

Phone number: _____

You must be a degree seeking student to receive financial aid.

The degree program I am currently enrolled in at Triton College is: _____

Expected Triton graduation date: _____

Are you receiving Veteran's Benefits? ❑ YES ❑ NO

If the answer is "yes", which benefits are you receiving? ❑ G.I. BILL ❑ IVG ❑ ING

Other benefits (Please specify): _____

**Remember to Answer the Questions on Page 2.**

| FOR OFFICE USE ONLY: | | | |
|---|---|---|---|
| Pull File: | ❑ Yes ❑ No | SSLINQ: | $ _____ subsidized (24) $ _____ unsubsidized (32) |
| EFC: | _____ | Date: | _____ |

# Standards of Academic Progress Appeal Process

**Directions:** Complete and submit each of the items below. Please note, incomplete information will cause a delay in the review of your appeal or a denial of your request. Therefore, be sure to address each relevant item below.

1. **Completed Appeal Form**

2. **Narrative Statement**
   - Provide a typed statement describing the reasons and the circumstances for your inability to meet standards.
   - What is now different in your situation to ensure your success at Triton? You may provide documentation from individuals aware of your circumstances (i.e. employer, physician, psychologist, counselor, tutor, special support service staff members, etc.).
   - If you withdrew (W) from a class explain the reason.
   - If you received an incomplete (I) for a class explain the reason and provide documentation from the professor on what you need to accomplish to complete the class and when a grade will be posted.
   - If there are other mitigating circumstances (i.e. medical problems, death of a relative, significant emotional or physical trauma, etc.), which have affected your ability to meet standards, indicate them and provide appropriate documentation.
   - List or describe any additional significant information that might affect this appeal.
   - It is required that you outline the specific steps you are taking to ensure your future success.

3. **Documentation to substantiate any mitigating circumstances**
   - The committee will only review the materials you provide; therefore if you have any documents that support the situation listed in your appeal narrative, please attach them to this form.
   - If medical problems contributed to your inability to meet standards, attach any supporting evidence that you can provide from your counselor, hospital, physician, etc. that will explain your particular situation.

4. **Academic Plan signed by a school official (counselor, faculty, Enrollment Services representative, etc.)**
   - An academic plan must be submitted with the appeal. Future appeals will only require an academic plan if you change your program of study.
   - Access an academic plan template by visiting your Student Portal: mytriton.triton.edu, the Academic Program Plan is under Student Services, Counseling & Transfer Services.
   - Review the instructions provided and click the "Blank Academic Program Plan" button to download and save the document.
   - Academic plans must be developed in one of two ways: you may meet with a Triton College school official (counselor, faculty, Enrollment Services representative, etc.) and complete your plan with their guidance or you may complete your plan independently. For either option, a school official must review and sign your plan.

**I understand the Financial Aid Office will not accept any Standards of Academic Progress Appeal that is incomplete or lacks documentation. Therefore, I am submitting my complete appeal. Failure to provide documentation can mean a denial of my reinstatement request.**

**I understand that I will be notified in writing of the committee's decision. I understand that if I am reinstated it may take two (2) weeks for my financial aid to be applied to my account.**

Signature _____ Date _____