



SATISFACTORY ACADEMIC PROGRESS APPEAL

STEP 1: PLEASE SUPPLY THE FOLLOWING INFORMATION

Name: _____ Date: _____
Student ID#: _____ Term requesting aid for: _____ (Ex: 2020 Spring)
Phone# () _____

STEP 2: CIRCUMSTANCES FOR APPEAL

Submit a typed letter detailing the extenuating circumstances for the semester(s) you did not maintain financial aid satisfactory academic progress (SAP). **Failing to understand or being unaware of the SAP policy does not constitute a reason for appeal.** Extenuating circumstances may include, but are not limited to, serious medical condition, death in the family, legal situations, etc.

STEP 3: SUPPORTING DOCUMENTATION

Attach appropriate documentation to support your extenuating circumstances. **If supporting documentation is not submitted, your appeal will not be reviewed.** Documentation may include, but is not limited to, legal documents, medical documentation, letters from professional services (on business letterhead), etc. The documentation must include dates and correspond to the term(s) you did not maintain all three requirements of financial aid SAP. You may also include a letter from a professional source (instructor, employer, etc. – on business letterhead) indicating your likelihood of academic success. Letters from parents, relatives and friends are not eligible for supporting documentation.

STEP 4: EDUCATIONAL PLAN

YOU MUST SCHEDULE AN APPOINTMENT WITH A JJC ACADEMIC ADVISOR IN ORDER TO COMPLETE THIS STEP – See back page for more info. An educational plan is an outline of coursework to complete your program requirements at Joliet Junior College. Work with your advisor to develop an educational plan on Self-Service > Student Planning and complete the reverse side of this form.

NOTE: The Satisfactory Academic Progress Appeal Committee meets the first Tuesday of every month. Deadline date for submitting appeals is the Wednesday prior to the meeting. Please direct all materials to the Financial Aid/Veterans Office. Additional documentation may be requested by the committee. Submission of an appeal form does not guarantee reinstatement of financial aid. You are responsible for payment of classes until the appeal committee makes a final determination. If the appeal is approved, you will be reimbursed accordingly. By signing this form you understand the statements above.

Signature of student

Date

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FA/VET OFFICE USE ONLY

____ Approved _____ Denied
_____ Semester
_____ Date Reviewed

Comments: _____

Completion rate _____ GPA _____ MTF _____ Enrolled in current semester: Y or N Semester: _____

Satisfactory Academic Progress Appeal EDUCATIONAL PLANNING WORKSHEET

Directions:

1. To schedule an appointment with a JJC Academic Advisor, call 815-280-2673, visit Room A-1155, or email academicadvising@jjc.edu.
2. You must have a major selected in order to complete the plan. If you do not have a major, you may consult with Career Services (Room A-1175) to discuss career exploration.
3. Complete your educational plan in Self-Service > Student Planning with your advisor.
4. **JJC Academic Advisor:** Complete the bottom of this form. Use the Notes section below to indicate any repeated courses, substituted courses, courses being taken outside of the program (with reason), etc. that the committee should be aware of.
5. The student and advisor must sign and date this form.
6. Submit a printed copy of your educational plan along with this appeal.

Student Name: _____ **Student ID:** _____

JJC Program: AA _____ (concentration area)
AS _____ (concentration area)
AAS _____ (program code)
OTHER _____

Catalog Year: _____ **School of Transfer Choice:** _____

TOTAL CREDITS NEEDED FOR COMPLETION: _____

****ATTACHED EDUCATIONAL PLAN MATCHES DECLARED MAJOR IN COLLEAGUE: YES / NO**

ACADEMIC ADVISOR NOTES:

STUDENT: _____ **DATE:** _____

JJC ACADEMIC ADVISOR: _____ **DATE:** _____ **Ext:** _____

Main Campus
Financial Aid/Veterans Office
1215 Houbolt Road
Joliet, Illinois 60431

Romeoville Campus
Financial Aid/Veterans Office
1125 West Romeo Road
Romeoville, Illinois 60446

Phone: (815) 280-2528 Fax: (815) 280-2547 Email: finaid@jjc.edu