

To receive financial aid administered by Eastern WV Community and Technical College, you must be making satisfactory academic progress (SAP) toward completion of an eligible degree. For this reason, your SAP for financial aid is calculated each semester to verify that you have met all Federal SAP standards. Federal

policy is outlined below and is available on our website, [www.easternwv.edu](http://www.easternwv.edu).

**Associate Degree**

Hours Attempted	Cumulative GPA	Completion Ratio
0-45+	2.00	67%

Financial Aid Office  
202 -202 Maximum Hour Financial  
Aid Suspension Appeal Form

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Last Name, First Name, M.I.

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Student ID Number

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Telephone Number (Including Area Code)

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Email Address

Please use this form, along with required supporting documentation, to appeal the suspension of your financial aid eligibility resulting from your failure to meet Eastern WV's minimum standards for Satisfactory Academic Progress (SAP). Only valid appeals with documented extenuating circumstances will be reviewed by the Financial Aid Office. Be sure to add your name and student id number to all forms of documentation submitted.

Complete this packet to appeal your Financial Aid Suspension. Incomplete appeals will not be reviewed.

**DESCRIPTION OF EXTENUATING CIRCUMSTANCES AND REQUIRED DOCUMENTATION**

I wish to appeal the suspension of my financial aid for the reason(s) indicated below:

\_\_\_\_\_  
Last Name, First Name, M.I.

\_\_\_\_\_  
Student ID Number

The following requirements must be submitted to the Financial Aid Office for your appeal to be reviewed:

1. A completed Appeal Form
2. A signed, formal, personal statement explaining your extenuating circumstances
3. Supporting documentation that supports your statement

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Last Name, First Name, M.I.

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Student ID Number

**STUDENT CERTIFICATION:**

I understand that appeal decisions are made on a case-by-case basis. I understand the submission of this form does not constitute an approval of my appeal and that I must still make payment arrangements.

I understand if my appeal is:

- DENIED, I will not receive financial aid and will make alternative payment arrangements. By signing

Eastern WV Community and Technical College  
 Financial Aid Office  
 2024-2025 Maximum Hour Financial Aid  
 Suspension Appeal Form

ATTENTION ADVISORS- A student appeal will only be considered with the submission of a completed academic plan developed by the student and his or her advisor. At the end of each semester, the student academic record will be reviewed to ensure that he or she is following the plan.

The plan must demonstrate an outline of the coursework necessary to COMPLETE HIS OR HER DEGREE and ACHIEVE THE MINIMUM SATISFACTORY ACADEMIC PROGRESS (SAP) STANDARDS.

**SECTION 1-STUDENT INFORMATION**

Current Major: \_\_\_\_\_ Anticipated Graduation Date: \_\_\_\_\_

**SECTION 2-ACADEMIC PLAN**

Develop a plan that includes the classes and grades he or she must earn to ensure SAP will be met within the timeframe provided. The number of semesters required depends on the student's enrollment restrictions to the timeframe. If the student is enrolled in a certificate program, the plan may not exceed two full time semesters or four part time semesters. If the student is enrolled in an associate degree program, the plan may not exceed four full time semesters or eight part time semesters.

**ONLY OUTLINE THE COURSES**

If cumulative GPA is currently below a 2.0, please indicate the actual grades needed to be earned in order to achieve SAP standards.

**Semester 1**

Course Name	Credit Hours /Grade Needed to Graduate
Example: Math 110	3/B

**Semester 2**

Course Name	Credit Hours /Grade Needed to Graduate

ADDITIONAL COMMENTS:

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By signing, I certify that I have discussed the academic plan contained in this recommendation with the student.