



CCV Appeal Process for Satisfactory Academic Progress Financial Aid Ineligibility

Federal Financial Aid regulations extend financial aid eligibility only to students whose progress toward a degree is within the successful completion rate of less than or equal to 150%. This rate is derived by taking the student's total attempted credits and dividing by the student's total earned college level credits. Attempted credits are credits for which the student registered and attended at least one class meeting. The same Federal regulations also require that a college permit appeals made by individual students to reinstate their eligibility in extraordinary circumstances.

The Community College of Vermont has an appeal process that takes into consideration a student's pattern of completion throughout enrollment at CCV, extraordinary circumstances, and a very specific plan for completing a degree program. A student who wishes to appeal a financial aid eligibility decision must submit an appeal (see attached description) to a Satisfactory Academic Progress (SAP) Appeals Board, consisting of the Academic Dean, the Dean of Students and the Director of Financial Aid (or their designees).

Appeals must be received by the following schedule:

- July 1 for Financial Aid Eligibility for the following Fall Semester
- December 1 for Financial Aid Eligibility for the following Spring Semester
- April 1 for Financial Aid Eligibility for the following Summer Semester

The Satisfactory Academic Appeal packet can be found at <http://ccv.edu/pay/financial-aid/forms/>

Appeals must contain:

1. College-level skill readiness documentation
2. A course by course plan for the next two semesters
3. A copy of your degree plan
4. A copy of your CCV unofficial transcript
5. A detailed explanation of the circumstances that contributed to your lack of satisfactory progress (1-2 typed paragraphs) and how these circumstances have changed to allow you to be able to achieve and maintain satisfactory academic progress (1-2 typed paragraphs)
6. A Habits of Success reflection

Submit all required packet documents to your CCV academic advisor.

The Financial Aid Appeals Board will consider the likelihood of successful degree completion based on evidence submitted in the full SAP appeal packet. If a determination is made to reinstate financial aid eligibility, the eligibility will be extended on a semester by semester basis pending a review of progress toward the approved degree plan. Decisions by the Financial Aid Appeals Board will be final.