SATISFACTORY ACADEMIC PROGRESS APPEAL INSTRUCTIONS

1. **Provide all information** on the Satisfactory Academic Appeal Form. Begin the Satisfactory Academic Progress Appeal Form on the other side of this page.

2. **See an academic counselor to complete the Academic Progress Appeal Form.** The academic appeal form is a plan you will create that will allow you to meet HawCC’s Satisfactory Academic Progress Policy requirement within one (1) semester, the allowed timeframe specified by Federal Regulations.

3. **Submit the Satisfactory Academic Progress Appeal Form** you created. Also **submit any supporting documentation** that will support the reason you cited that caused you to not meet Hawai‘i Community College’s Financial Aid Satisfactory Academic Progress Policy requirements.

4. The Financial Aid Director will review your SAPAPP and you will be notified once determination is made. **The decision of the Director of Financial Aid is final and can neither be appealed to another HawCC agent nor the U.S. Department of Education.**

Complete the listing of classes being taken for the current / upcoming semester with your Academic Counselor:

<table>
<thead>
<tr>
<th>Course(s) enrolled</th>
<th>Credits</th>
<th>Credits Applicable to Major (include required remedial credits)</th>
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**FOR COUNSELOR USE:**

Attach the following:

- ☐ STAR Academic Essentials with Expanded Courses
- ☐ SAP Calculation Worksheet
- ☐ STAR Transfer Report
- ☐ Academic Plan (If needed)
- ☐ STAR Campus Report by Semester
Satisfactory Academic Progress Appeal

Student’s Last Name, First MI Student ID Number

Student E-mail Address: ___________________________ Major: _______________________

I was unable to meet the requirements for satisfactory progress because:

______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
(Use the back of this form for additional Space)

I am planning to make, or have made the following changes in order to meet the requirements of satisfactory academic progress:

______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

I have met with my HawCC counselor to review my academic program and progress and have completed my satisfactory academic progress plan on the backside of this form.

______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

FOR FINANCIAL AID USE ONLY: _______Approved _______Not approved
__________________________________________ ____________________________
Financial Aid Administrator Date