

Kirkwood Community College students who do not have a cumulative GPA of 2.0 or a cumulative pace (completion) of 67 percent are not considered to be meeting the minimum academic requirements set forth by the Department of Education and are not eligible for financial aid. To review Kirkwood Community College's Financial Aid Satisfactory Academic Progress Policy visit [www.kirkwood.edu/keepyouraid](http://www.kirkwood.edu/keepyouraid). You may appeal your satisfactory academic progress (SAP) status if extenuating circumstances interfered with your ability to meet the SAP standards. Specific appeal deadlines apply. See additional information below.

## STUDENTS ON FINANCIAL AID SUSPENSION

A financial aid suspension remains valid until you have raised your cumulative GPA and/or pace to the standards required by the Satisfactory Academic Progress Policy as stated above. When on financial aid suspension, you have two options:

1. Appeal your suspension if you have documentable extenuating circumstances. Please review the Extenuating Circumstances and Required Documentation section thoroughly prior to submitting any documents. The college has also noted several situations, that would not be considered extenuating.
2. If there are not extenuating circumstances, it is recommended that you pay for one term (6 credits), resulting in a 2.0 GPA and 100 percent pace (no grades of F, W, or I) for the term and submit an academic plan.

## EXTENUATING CIRCUMSTANCES AND REQUIRED DOCUMENTATION

The following criteria can be used as the basis for an appeal. Please note all information submitted will be reviewed by the Kirkwood Community College SAP Appeal Committee. Documentation of one or more circumstances below does not guarantee appeal approval; a final decision will be determined and sent to the student's Kirkwood email after a thorough and comprehensive review by the committee.

Circumstance	Required Documentation
Personal physical health or mental health concern	Submit a signed statement on letterhead from your provider with dates of onset and current health status.
Death in immediate family	Parent, spouse, sibling, child, or other immediate family. Submit death certificate or obituary, with notation of your relationship to the deceased.
Military call for active duty	Submit a copy of official dated military orders.
Family/relationship crisis	Submit court or legal documentation as well as resolution/current status.
Disability issue diagnosed/documentated	Documentation from Learning Services to support your success.
Natural disaster	Flood, fire, or tornado. Submit insurance report or other documentation.
Job loss	Submit unemployment verification or termination notice from employer.
Other extenuating or unusual circumstance	Submit appropriate documentation.

**Note: The following criteria are *NOT* considered extenuating circumstances:**

- Employment scheduling or transportation issues
- Lack of funds
- Dissatisfaction with course delivery method (i.e., online/hybrid/traditional)
- Lack of textbooks or appropriate class materials
- Lack of knowledge of college policy
- Claiming college did not inform student of suspension policies and procedures
- Inability or failure to access student email account
- Failure to correctly process course drop, add, or withdrawal form
- Failure to read and follow appeal conditions
- Failure to attend class
- Failure to follow prerequisites or placement results



# FINANCIAL AID APPEAL FORM

<b>Student Name:</b>	
<b>Student K#:</b>	<b>Student Phone:</b>

Please review the criteria on the Financial Aid Appeal Guide to understand situations that are NOT considered extenuating.

Please indicate your extenuating circumstance below by checking the appropriate box:

- |  |   |
|--|---|
| <input type="checkbox"/> Personal physical health or mental health concern | <input type="checkbox"/> Disability issue not previously diagnosed/documentated |
| <input type="checkbox"/> Death in immediate family                         | <input type="checkbox"/> Natural disaster                                       |
| <input type="checkbox"/> Military call for active duty                     | <input type="checkbox"/> Job loss   |
| <input type="checkbox"/> Family/relationship Crisis                        | <input type="checkbox"/> Other extenuating circumstance, please state: _____    |

### FINANCIAL AID APPEAL STEPS:

1. Please indicate your next term of enrollment at Kirkwood Community College:

Term			
Appeal Submission Deadline			

2. Have you appealed your financial aid suspension at Kirkwood before? YES  NO
3. Attach a typed, signed personal statement addressing each of the following items; please include name and K# on each page of all documentation submitted.
  - a. What were the events and your personal situation that caused your suspension?
  - b. What personal responsibility do you have that caused you to be on suspension?
  - c. What planned actions will you be taking or what resources will you be using to be successful in future semesters?
4. Attach the required supporting documentation. The documentation must address the extenuating circumstance you mention along with the dates it affected you, the resolution or status of the circumstance, and a plan for moving forward to ensure you will be successful. Supporting documentation from a neutral third-party professional is encouraged (advisor, counselor, etc.).
5. Attach a completed Academic Plan completed by you and your academic advisor.

### STATEMENT AND CERTIFICATION

By signing below, I certify my understanding of, and agreement to, the following items:

- I have attached the required documents from steps 3, 4, and 5 listed above.
- I understand that only in extreme situations will more than one appeal be approved, and without sufficient documentation the appeal will automatically be denied.
- A response from the Kirkwood SAP Appeal Committee will be sent to my **Kirkwood student email account** approximately 7 – 10 business days following submission. All decisions are final.
- If my appeal is denied, I agree to follow the instructions sent to my student email if I wish to adjust my schedule. Failure to take action by these deadlines may result in a tuition balance owed to the college.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# ACADEMIC PLAN AGREEMENT

Name: \_\_\_\_\_ k number: \_\_\_\_\_ Phone: \_\_\_\_\_

Program: \_\_\_\_\_

Term			
Appeal Submission Deadline			

**Note: Student must initial after each statement, indicating that the student understands each part of the academic plan.**

My academic advisor and I have reviewed my degree audit and I am aware of the remaining classes I need for graduation. I know where to find the audit. **I understand that I may only take classes that are part of my degree audit or their prerequisites.** \_\_\_\_\_ (initial)

I understand that the College offers academic resources such as tutoring and accommodation plans. I know where to go to receive these services. \_\_\_\_\_ (initial)

I plan to get tutoring for the following class(es) \_\_\_\_\_.  
(Optional) \_\_\_\_\_ (initial)

I understand that the College offers free personal counseling. I know where to go to receive counseling. \_\_\_\_\_(initial)

My academic advisor and I have discussed school/work/family balance. \_\_\_\_\_ (initial)

My academic advisor and I have agreed that I will enroll in the following courses for the upcoming semester:

_____	_____
_____	_____
_____	_____

Academic Advisor Comments:

\_\_\_\_\_

\_\_\_\_\_

I understand that by signing this document, I will meet with my academic advisor/coordinator by the 6<sup>th</sup> week of each semester that I remain on the academic plan. We will discuss my progress and status in my program of study and make a plan for the upcoming term. I understand that I will not be able to register for the upcoming semester until we have met. I understand that final responsibility for meeting graduation requirements resides with me, the student.

\_\_\_\_\_ \*I understand that I am not required to be a full time student to receive financial aid.

\_\_\_\_\_ \*I understand that if my appeal is approved I must complete 75% of the credits I attempt every term with a minimum GPA of 2.0 to maintain financial aid eligibility.

**\*If I have any additional Financial Aid questions/concerns, I will seek financial aid advising from the Financial Aid Office, 2<sup>nd</sup> Floor Kirkwood Hall, or by phone at 319-398-7600 or by email at [financialaid@kirkwood.edu](mailto:financialaid@kirkwood.edu).**

\_\_\_\_\_  
Student Signature/Date                      Academic Advisor Name (Please Print)                      Academic Advisor Signature/Date

The college will retain the original and give the student a copy for his or her records.