



UNIVERSITY of HAWAII®
KAUAI
COMMUNITY COLLEGE

Satisfactory Academic Progress Appeal Form

Student Name _____ UH ID# _____ KCC Major _____

1. Submit an Appeal Letter. On a separate piece of paper, answer the following questions completely and thoroughly:

- **Explain the circumstances** that caused you to fall below the financial aid satisfactory standards (cumulative 2.00 GPA; 67% cumulative course completion rate; completing program within maximum timeframe). **Give specific information and dates.** If possible, please attach **supporting documentation** to strengthen your case. (*Ex. Doctor's papers, letter from counselor, therapist, social worker, legal documents, etc.*)
- Explain what changes you have made (or will make) to overcome the hardships you listed above. **List the steps you have taken (or will take) to ensure success in your future studies.** Be specific about your goals.

2. Submit the completed Appeal Packet.

- Submit the completed Appeal to the Financial Aid Office for review.

3. Meet with your Academic Counselor

- Your Academic Counselor will provide you with an Academic Plan.
- Develop a reasonable class schedule with your counselor that will help you meet the requirements of your academic plan

If your appeal is approved, you will be notified of specific requirements and benchmarks that you will have to meet each semester in order to remain eligible for financial aid. Students are only eligible for one approved appeal.

If denied, then any balance owed to the school must be paid out of pocket or from other sources other than Federal Financial Aid.

Generally, the deadline to submit an appeal is the **last day of the withdrawal period** (approximately 3 weeks into the semester). Late submission can be accepted upon approval. See the Kaua'i Community College Academic Calendar for exact dates.

Office Use Only: ___Appeal Letter ___Approved ___Denied
Comments: _____ Initial: _____ Date: _____

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