

**SOUTHWESTERN MICHIGAN COLLEGE**

When the Maximum Time Frame is met or exceeded, or it is determined that a student will not



30 days of receipt of the appeal. If approved and the student can meet SAP within one semester, the student may be placed on financial aid Probation status and eligible for financial aid. If the student cannot meet SAP within one semester, the student is provided with an Academic Plan with a SAP status of Academic Plan Approved. The Academic Plan serves as a contract between SMC and the student and it is the student's responsibility to ensure he/she meets the requirements of the academic plan by specified points in time to continue to be aid eligible.

Failure to meet SAP after the semester of Probation will result in Suspension of financial aid. The student must complete a Financial Aid Suspension Appeal Form and submit the required documents (see above). The Financial Aid Appeals Committee will determine the merit of the second appeal and notify the student of its decision within 30 days of when the appeal was received. Any student granted a second appeal will be provided with an academic plan by the Financial Aid Appeal Committee. If the student has not made progress toward meeting SAP standards or by successfully completing the conditions of their academic plan, the student will be disqualified and financial aid eligibility will be terminated immediately.

Failure to meet the requirements of the Academic Plan will also result in Suspension of financial aid. The student must complete a Financial Aid Suspension Appeal Form and submit the required documentation (see above). The Financial Aid Appeals Committee will determine the merit of the second appeal and notify the student of its decision within 30 days of when the appeal was received. Any student granted a second appeal will be provided with a revised Academic Plan by the Financial Aid Appeals Committee. If the second appeal is not approved, the student will be disqualified and financial aid eligibility will be terminated immediately.

If a student does not appeal financial aid Suspension, but meets the standards of satisfactory academic progress in the future, financial aid eligibility will be reinstated

A student may appeal being placed on Maximum Hour Limit status as a result of exceeding the maximum time frame, if it is the result of the inclusion of credits that are not applicable towards the student's current program of study. The appeal is a request that Maximum Time Frame be recalculated based on SMC and transfer credits applicable to the student's current program of study, not all coursework. A student must file a written appeal for consideration. The Financial Aid Suspension Appeal form is available on the SMC Wired Account via Financial Aid Forms and Appeals. Students placed on Maximum Hour Limit will be notified by email with a link to the appeal form. The appeal must include the following:

Statements of: 1) the circumstances that occurred that contributed to the student failing to meet the maximum time frame, and 2) the student's educational plans to complete the program of study within a reasonable period of time.

Documentation of extenuating circumstances (if any) that contributed to not meeting the maximum time frame, e.g., illness, accident, grievous personal loss, employment change or relocation, or other circumstances beyond the student's control. Extenuating circumstances does not include scheduled

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meet SAP within one semester, the student is provided with a Contract for Financial Aid Reinstatement and a SAP status of Hour Limit Appeal Approved. This serves as a contract between SMC and the student and it is the student's responsibility to ensure that he/she meets the requirements to continue to be aid eligible. Failure to meet the requirements of the contract will result in disqualification and financial aid eligibility will be terminated immediately.

**Reinstatement of Financial Aid**

Once a student meets the minimum SAP standards, financial aid eligibility is reinstated with Satisfactory Financial Aid Progress status. Awards cannot be paid retroactively for the term(s) during which a student was on Suspension and ineligible for aid.

**Timelines for Submitting Financial Aid Suspension Appeals**