

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. 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/documented	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