

Satisfactory Academic Progress Appeal Form

American International College

American International College is required by federal regulation to ensure students receiving financial aid are making satisfactory academic progress (SAP) toward the completion of their degree or certificate program. Students who do not meet the minimum requirements outlined in the SAP policy are not eligible for federal or state financial assistance.

If extenuating circumstances interfered with your ability to meet SAP standards, you have a right to appeal. Extenuating circumstances may include, but are not limited to:

- Illness, accident or injury experienced by you or a significant person in your life
- Death of a family member or significant person in your life
- Severe personal, family and/or psychological problems
- Severe financial problems and/or homelessness
- Other unexpected circumstances beyond your control
- COVID-19 related circumstances (see more below)

All appeals must include the following information:

1.) A typed statement answering these two questions:

a. **What problem(s) did you experience and how did they affect your ability to make academic progress?** Please explain all semester difficulties, not just the most recent. Your eligibility for financial aid may be suspended because you have received poor grades, or withdrawn from classes several times, not just once. Appeals that fail to address your complete academic history will be denied.

**IMPORTANT - COVID-19: If your academic performance in Spring20, Summer 20, Fall20 or Spring21 ONLY was negatively impacted due to COVID-19 related circumstances please explain in your typed statement. Examples of COVID-19 related circumstances may include but are not limited to; you became ill or cared for an ill family member, loss of childcare, loss of employment, increase in work hours because you are an essential employee, difficulty with transition to online classes due to learning style or insufficient technology.*

b. **What changes have occurred in your circumstances, and what plans have you made to successfully complete your course work in the future?**

2.) Documentation to support your appeal. For example,

- If you or a family member was hospitalized, attach a copy of your discharge paperwork or a letter from your attending doctor attesting to the dates of your hospitalization and any subsequent effect on your ability to return to school.
- If you had serious personal issues, you might attach a letter from your personal counselor, psychologist, or social services counselor.
- If you suffered a death in the family, you might attach a copy of the death certificate or obituary along with an explanation of the relationship.
- If you are unable to provide documentation, attach a typed explanation of why you are unable to provide it.

- *EXCEPTION – Supporting documentation is not required for COVID-19 related circumstances.

The outcome of this appeal will depend on the nature of your circumstances, the quality of the documentation that you provide, and your demonstrated ability to progress towards degree completion within a reasonable time period. All documentation submitted is confidential, and must be retained by the College.

3.) Undergraduates must also submit an Academic Improvement Plan created with the ARC.

To create an Academic Improvement Plan (AIP) with a member of the Academic Resource Center located in Center for Academic Success, Lower Level, Shea Memorial Library, please schedule an appointment by phone or email: 413.654.1440 or academicresourcecenter@aic.edu

4.) Submit this form and supporting documentation to the Office of Financial Aid

Mail: Office of Financial Aid, AIC, 1000 State Street, Springfield, MA 01109

Fax: 413.205.3912

Email: financialaid@aic.edu (remember to sign the form and scan as an attachment)

Call if you have questions: 413.205.3259