

Capital Community College
950 Main Street
Hartford, CT 06103
Satisfactory Academic Progress
Financial Aid Appeal Request

Name _____ Date _____

Banner ID# _____ Official Major _____

Tel# _____ College E-mail _____

Semester for consideration _____

Are you currently enrolled? Yes or No

Once your academic status was determined, you received an email to your college email account with instructions as to how to review your current status. You have **14 days** from the date of that email in which to submit your appeal request. If you do not submit it during this time frame, your appeal may not be considered. Return your request with all required documents by email, scanned document or directly to the Financial Aid Office for the Director's review. **You will receive a response within 14 days.**

Your appeal decision will be decided based upon the submission of the following:

1. Your statement provided below
2. Supporting documents from a **third-party source** (must be submitted with this request)
3. Attached signed acknowledgement statement
4. Your college degree evaluation, see included instructions (must be submitted with this request)

Fully describe the extenuating circumstances that prevented you from making satisfactory progress. Be as specific as possible, Federal regulations consider personal injuries, serious illness, death of a family member and undue hardship as a result of a special circumstance as acceptable reasons.

I certify that the information contained in this appeal is true and complete to the best of my knowledge.

Student's Signature

Financial Aid Review recommendation:

Approved

Denied

Special Conditions

Student Acknowledgement

I, _____ Banner ID# _____,

have reviewed the attached course evaluation and have received academic advising for the goals and courses I have remaining.

Should my appeal request be approved, I agree to enroll for only the remaining courses that are needed to complete my degree or certificate. If I should register for other courses, I will be responsible for all charges.

Signature: _____

Date: _____

Degree Evaluation

Follow these steps to view or print your Degree Evaluation under Degree Works using mycommnet.

1. Go to my.commmnet (<http://my.commmnet.edu>)
2. Login using your NetID & Password
(ex: 12345678@student.commmnet.edu)
3. Click on Capital Community College Link (under Access Degree Works)
4. Click on Save as PDF to print