



SATISFACTORY ACADEMIC PROGRESS (SAP) APPEAL FORM

Federal guidelines require that measurable progress is made toward degree completion in order to receive federal and state financial aid. This requirement is called Satisfactory Academic Progress (SAP). SAP is measured in the following three ways: cumulative Grade Point Average (GPA), pace of progression, and maximum timeframe. Failure to meet SAP as established by the College's SAP Policy will lead to federal and state financial aid ineligibility.

This form is used only to appeal for a temporary waiver of the guidelines established by the Financial Aid Office to evaluate your academic progress. These guidelines are not necessarily the same as the academic guidelines of the College or department. Appeals are reviewed by an appeals committee on a case-by-case basis and students are emailed with a decision in a timely manner.

Submit this form, **along with the required items listed**, to the Financial Aid Office. Incomplete appeals, including those submitted without supporting documentation will not be reviewed. **All statements provided should be TYPED.** All appeals must be submitted prior to the next enrollment period. Late appeals are not accepted unless extenuating circumstances can be documented.



_____	_____	_____	_____	_____
Last Name	First Name	M.I.	Term which you are appealing	Date of Birth
_____	_____	_____	_____	_____
Year in School	Excepted Graduation Date	E-mail Address	Student ID Number	



Please indicate the type of appeal you are filing (select all that apply):

- I have not successfully completed at least 67% of my attempted credit hours
- My cumulative GPA is below the standard
- I have attempted more than 180 credit hours



Please indicate the reason you are filing this appeal (select all that apply):

- Medical: Significant medical problems contributed to not making satisfactory academic progress. Supporting documentation should include birth certificates, medical records, physician statements, etc.
- Death/Illness: Death/Illness contributed to the lack of satisfactory academic progress. Supporting documentation should include medical records, death certificate, obituary, funeral program, physician statement, counselor statement, court documents, etc.
- Other Circumstance: May include any other extreme or unusual circumstance(s) **OUT OF THE STUDENT'S CONTROL**. Documentation supporting circumstance(s) must be included. These circumstances MAY NOT include lack of motivation, lack of responsibility, work conflicts, etc.

Please note: lack of supporting documentation will result in your appeal being denied.



APPEAL REQUIREMENTS AND GUIDELINES

To appeal, submit the items below while following the provided guidelines for each item.

- ✓ Provide a TYPED statement describing the reasons and the circumstances that caused you to fail to meet the required minimum standards. Be specific in your explanation since incomplete information may result in the denial of your request. Remember, the reason(s) provided must match one of the qualifying appeal categories. Your attention should be focused on the particular terms and/or courses you did not successfully complete (withdraw and other non-passing grades).
- ✓ Provide a second TYPED statement outlining the **SPECIFIC STEPS** you intend to take in the next semester to improve your academic performance. This statement should be detailed and thorough, demonstrating your commitment to achieving the minimum standards.
- ✓ Provide a letter of support from an individual who is familiar with your circumstances. This letter must include the individual's name, relationship to you, phone number, and signature. This letter may come from a faculty member, advisor, clergy member, counselor, or otherwise informed individual who is knowledgeable of your situation. **It is *highly advised* that this letter come from someone outside your immediate family.**

Do not discuss your need for financial aid as part of your appeal rationale. It is assumed that any student filing an appeal is doing so based on their need for financial aid.

Appeal statements must be signed, dated, and attached to this completed appeal form.

SAP Probationary Period

If your appeal is approved, you will be placed on a probationary period for one term and will be expected to meet SAP at the next evaluation point. If you fail to meet satisfactory academic progress at the end of your probationary period future appeals may be limited or not available at all.

SIGNATURE - REQUIRED

I certify that all information and documentation I have submitted related to this appeal is true and accurate to the best of my knowledge. I understand that the decision of the appeals committee is final.

Student signature

Student ID

Date