



Satisfactory Academic Progress Appeal Form

Student Name _____

Student ID _____

Federal regulations require the Office of Financial Aid to monitor the academic progress towards earning a degree for students receiving financial aid. Satisfactory Academic Progress (SAP) is calculated each aid year to ensure that students applying for financial aid meet the minimum standards. If academic performance is below the minimum SAP standards, all further financial aid is suspended. A student has the right to appeal their financial aid suspension and may complete this appeal form and include supporting documentation (as applicable). In addition to the appeal and supporting documentation, a student may also be asked to compete and submit an SAP Academic Plan before a final decision is issued.

Please be aware that there is no guarantee that a submitted SAP appeal will be approved. All decisions are determined based on the merits of the case. The following are the minimum SAP standards. Academic appeals must be submitted and reviewed by your academic department

SECTION I: Reason(s) for Appeal

☐ Below Minimum Cumulative Grade Point Average

☐ Below Minimum Completion Rate (less than 67%)

☐ Exceeds Maximum Time Frame

Number of Hours left for student to complete program: _____ Projected Graduation/Completion Date _____

SECTION II: LETTER OF APPEAL AND SUPPORTING DOCUMENTATION

Please answer the questions below in a typed and signed Personal Statement on a separate sheet.

1. Please explain why you failed to maintain Satisfactory Academic Progress (SAP). Keep in mind that since SAP measurements are cumulative, you may have made poor academic progress in a prior semester other than the most recent. Please be sure to explain what led to the failure to meet requirements for each semester that may have contributed to your overall lack of progress.
2. What adjustments have you made that will help resolve the issues above? Examples include attending tutoring, time management workshops, paying for classes out of pocket at another institution, medical treatment, etc.
3. Attach documentation that will provide support to your appeal statement. If you are unable to provide supporting documentation, please explain why in your personal statement. All documents, including the personal statement, must include your Student ID on each separate sheet.

SECTION III: Student Certifications and Signature

Please read and initial all of the following statements. I understand that:

_____ If my appeal is approved, I will be placed on Financial Aid Probation either for one semester or for multiple semesters based on an SAP academic plan.

_____ By the end of my Probation period, I must (a) achieve the minimum cumulative GPA for my degree program and (b) maintain the minimum Completion Rate (successfully complete a minimum of 67% of all credit hours attempted) so that I meet all minimum SAP Standards.

_____ If I do not meet the minimum cumulative GPA and Completion Rate standards by the end of my Probation period, I am subject to denial of all further financial aid.

_____ If I withdraw from or fail any courses before or during the appeal process, it will affect my financial aid for future semesters.

By signing this form, I certify that I have read the information listed above and understand the terms and conditions of the Financial Aid Appeal process. I also understand that failure to complete these requirements will result in the loss of my financial aid.

I hereby certify that all information contained in this appeal, including the personal statement and supporting documentation, is true and complete to the best of my knowledge.

Student Signature _____

Date _____