SATISFACTORY ACADEMIC PROGRESS (SAP) APPEAL FORM

Student Name: __________________________________________ Student ID: _______________________

Semester requesting reinstatement of aid:  □ Spring 2016 □ Summer 2016 □ Fall 2017

(New SAP appeals will not be accepted after the end of the second week of the semester)

Please indicate reason for appeal:

☐ Prolonged or serious illness or injury to student or immediate family member (parent, spouse, sibling, child) that required hospitalization, confinement to a nursing home/rehab center, or confinement at home.

☐ Death of a family member

☐ Significant trauma in student’s life that impaired the student’s emotional health

☐ Other extenuating circumstances

The appeals committee assumes that each student is dependent upon financial aid for the completion of his/her program of study; however this is not an extenuating circumstance and should not be discussed in your appeal. Also, working too many hours, being unaware of the SAP policy, didn't like classes/teachers, advising error(s), etc. are NOT considered extenuating circumstances.

Submit the following forms to the Financial Aid Office to request an exception for financial aid suspension:

☐ This completed form. Indicate your reason for appealing and sign and date this form.

☐ A typed narrative describing the circumstance(s) that contributed to your failing to meet the satisfactory academic progress measures and what specifically has changed in your situation that would allow you to demonstrate satisfactory academic progress at the next evaluation. Present a clear connection between the extenuating circumstances and your poor academic performance during specific terms.

☐ Outline the specific steps you intend to take in the next semester(s) to improve your academic performance. This statement should be thorough and detailed, demonstrating your commitment to achieving the required GPA and/or percentage of completed credits.

☐ Applicable date specific supporting documentation should be submitted to reaffirm your circumstance(s) as stated above. This can include medical documentation, obituaries, divorce decrees, or any other pertinent information. Appeals that have been submitted without adequate, time specific documentation that has been referenced in the narrative will be denied.

What happens after you submit your appeal?
The Financial Aid Appeals Committee will decide on your appeal based on your narrative and the supporting documentation provided as it correlates to specific periods of poor progress. An academic plan will be created and will be e-mailed to the Scots e-mail account. The plan will need to be reviewed and by the student and their academic advisor. The plan must be signed and dated by both parties and returned to the Financial Aid Office for review. Notification of the appeals decision will be e-mailed to the Scots e-mail account.

Student Signature __________________________ Date ________________