

SATISFACTORY ACADEMIC PROGRESS (SAP) APPEAL FORM

Student Name: _____ Student ID: _____

Address _____

Phone Number: _____

Semester requesting reinstatement of aid: Fall 20____ Spring 20____ Summer 20____

Fall appeal deadline- August 7th Spring appeal deadline -January 22nd Summer appeal deadline - May 21st

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.
- Significant trauma in student's life that impaired the student's emotional health
- Death of a family member
- Issues related to COVID-19 (narrative only - no documentation required)
- Other extenuating circumstances supported by appropriate documentation

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.

Appeals that have been submitted without adequate, time specific documentation that has been referenced in the narrative will be denied. No additional documentation will be accepted after the initial submission.

- 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 on official letterhead, if applicable,** 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 are submitted without appropriate supporting documentation will be immediately 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. Notification of the decision will be sent via the SCOTS email system. **If approved, an academic plan will be created and e-mailed to the student.** The plan will need to be reviewed and signed by the student and their academic advisor. **The signed plan needs to be returned to the Financial Aid Office for processing.** Financial aid cannot be reinstated until the completed plan is returned.

Student Signature

Date