



Financial Aid Office
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SATISFACTORY ACADEMIC PROGRESS (SAP) APPEAL FORM

Name: _____ Student ID: _____

Program of Study: _____ SmartWeb email: _____

Please check the term for which you are submitting this appeal: ___ Fall ___ Spring ___ Summer

Please check the circumstance(s) below that caused you to fall below the Satisfactory Academic Progress (SAP) Standards. Unacceptable circumstances for appeal include, but are not limited to: voluntary change in work hours, disagreement / dislike of an instructor, his/her teaching style, or lack of self-motivation.

Serious injury, illness, medical or mental health condition involving yourself or an immediate family member. Attach supporting medical documentation that reflects condition, dates of occurrence and treatment.

Death of an immediate family member. Attach a copy of death certificate or obituary and include (in your appeal statement) the relationship of the deceased to you.

Other non-academic circumstances beyond your control. Supporting documentation from a third party (counselor, police, physician, etc.) must be attached.

All appeals should include a typed statement that includes the following:

- Clearly explain how the circumstances prevented you from meeting SAP Standards. Provide relevant dates and address semesters in which you demonstrated poor academic performance.
- Explain how you will be able to meet the SAP Standards in the future.

If you are submitting this form to appeal your Maximum Allowable Time Frame, you are required to submit an Academic Plan (located on our website) along with this appeal form. Please refer to our SAP standards (located on our website) for additional appeal information.

Student Certification: I understand that this appeal is subject to review by the SAP Appeals Committee and that approval or denial of this appeal will be based on the information included (and/or attached). **Appeals that are incomplete, illegible, lack supporting documentation or are submitted after the deadline will be denied.** I will pay for tuition, fees and other educational expenses until an appeal decision has been made. There is no guarantee that a decision will be made before the payment deadline. **I also understand that any financial aid that is currently posted for the semester for which I am appealing will not be applied or disbursed unless the appeal is approved.** I further understand that I may apply for financial aid in anticipation of the approval of my appeal and, if approved, my aid will be awarded based on my eligibility. I will be notified of the results of my appeal via SmartWeb email. I understand that, if approved, I will be required to submit an Academic Plan which must be completed with my advisor. I must successfully complete the courses reported on the Academic Plan in order to maintain financial aid eligibility.

Student Signature

Date