



# Satisfactory Academic Progress (SAP) Appeal Form

*Due August 1, 2019*

Student Name: \_\_\_\_\_

Last 3 Digits of Student ID: \_\_\_\_\_

If you are not planning to use federal or state financial aid, you do not need to complete the appeal process. Some private lenders require a student to be meeting Satisfactory Academic Progress (SAP). If you are using a private loan, please check with your lender regarding their policy on Satisfactory Academic Progress. For more information see the [SAP Policy pdf on iRaider](#).

## Step 1: Check the type of appeal (more than one category may apply)

- GPA: If this appeal is based upon your cumulative grade point average, you must address the issue of completing courses with a GPA lower than the standard listed in the Catalog.
- Completion Rate: If the ratio of hours attempted to hours passed is less than 67%, you must address enrolling courses and receiving a withdrawal/s (W) or an incomplete/s (I) which had negatively affected your completion rate.
- Timeframe: If your appeal is based on exceeding the maximum total attempted credit hours allowed for your degree, you must address the need to enroll in a greater number of credit hours than is normal.

## Step 2: Check the reason you have been experiencing academic difficulty

- Medical
- Death/Illness
- Change of Major
- Other Circumstances (please specify)

## Step 3: Please explain why you have not made satisfactory academic progress (You may attach a separate sheet if needed)

**Step 4: Please describe the steps you have taken to achieve satisfactory academic progress**

**Step 5: Make an Appointment with a financial aid counselor to review the appeal**

I certify that the above information is complete and correct. I have met with a financial aid counselor and understand that after the Fall term if I am not meeting SAP standards or following my academic plan, I will be ineligible for federal and state financial aid. I will have to submit an appeal with a different extenuating circumstance or use my own resources to pay my balance in full for the next term. I understand what SAP standards I have to meet in order to be eligible for federal and state financial aid.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

I have met with the above student and explained the SAP standards. I have also explained the consequences for not meeting these standards.

Student Financial Aid: \_\_\_\_\_ Date: \_\_\_\_\_

**Step 6: Meet with the Assistant Academic Dean and create an academic plan**

After you meet with a financial aid counselor, you will be contacted by the Office of Academic Affairs to schedule a meeting with the Assistant Academic Dean to create an academic plan. **Academic plans must be completed before August 23, 2019.** Once your academic plan and appeal form have been submitted, your financial aid will be conditionally reinstated, and progress will be monitored to ensure the academic plan is being followed.

**Questions? Contact the Office of Student Financial Aid**

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