



SATISFACTORY ACADEMIC PROGRESS (SAP) Request for Appeal

Financial Aid Office

Student ID:
Contact Phone Number:
Major:

Student's Name (First / Middle / Last)

Semester for which you are requesting reinstatement for your financial aid:

Table with 2 columns: SEMESTER, YEAR. Rows for Summer, Fall, Spring.

Students who have lost their eligibility for financial aid due to lack of satisfactory progress may appeal for reinstatement of their eligibility if circumstances beyond their control prevented them from meeting the established satisfactory academic progress (SAP) standards.

Federal regulations require that all students make satisfactory academic progress (SAP) in their program of study to maintain eligibility for financial aid. The following measurements will be monitored at the end of every semester:

- Students must maintain a cumulative GPA requirement of 2.0 or better; AND
Students must pass at least 67% of all attempted credits with a grade of 'Pass' or 'C' or better.

To appeal, submit all of the items below. Your responses should be provided on separate paper and attached to this form with the supporting documentation. TYPED statements are preferred.

- 1. Provide your own statement describing the reasons and the circumstances that caused you to fail to meet the required SAP standards.
2. Provide a second statement outlining specific steps you intend to take in the next semester to improve your academic performance.
3. Attach documentation that supports your appeal.
4. If the deficiency was the result of special academic circumstances, you should attach a statement from your academic advisor, department chair or other personnel, which demonstrates that you have sought their assistance in developing a plan of academic support that will assist you in meeting the standards of satisfactory academic progress.
5. Sign and attach this form to your written statement(s) and documentation(s) and return it to the Financial Aid Office.

To the best of my knowledge, all of the information contained in this appeal is complete and correct.

Student Signature

Date

FAO Action: [] Approved [] Disapproved

FINANCIAL AID COORDINATOR SIGNATURE

DATE

Remarks:

Student understands that this appeal is approved on a probationary basis for one semester, as long as it is feasible for the student to meet all SAP requirements within the approved semester.

STUDENT SIGNATURE

DATE