

Satisfactory Academic Progress (SAP) Appeal Form

You may appeal the suspension of your financial aid eligibility resulting from your failure to meet the college's minimum standards governing Satisfactory Academic Progress by submitting this form, along with supporting documentation of the extenuating circumstances which have affected your academic progress, by the appropriate deadline date. **Deadlines: Nov. 1 for a fall appeal, April 1 for spring, July 1 for Summer.** Only **valid** appeals will be reviewed by the Standards of Academic Progress Review Committee. A valid appeal includes the complete **Satisfactory Academic Progress Appeal Form, the Academic Program Plan and the appropriate documentation to support your Appeal Statement.** Only appeals with documented extenuating circumstances will be considered. Appeals received after the deadline date for the semester are automatic **DENIALS**.

NAME _____	STUDENT ID#: _____
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Term of Appeal: Fall Spring Summer Year: 20____ Program of Study: _____

DESCRIPTION OF EXTENUATING CIRCUMSTANCES AND REQUIRED DOCUMENTATION

Check the box(es) below based on your circumstances:

Personal Injury, illness, or physical disability

- Fully completed Student Appeal Statement.
- Statement from a doctor or medical professional detailing the following:
 - Student's limiting medical condition and date span for which conditions existed.
 - That the condition may have impaired academic performance.
 - The student has rehabilitated to such an extent that the medical condition should not significantly impair future academic performance.
- Standards of Academic Progress – Academic Plan.

Death/illness of immediate family member

- Fully completed Student Appeal Statement.
- **If illness of immediate family member;** Statement from doctor detailing medical condition incurred by family member.
- Statement should specifically address medical condition and date span for which the condition existed. **** If deceased a death certificate or obituary will be required.***
- Standards of Academic Progress – Academic Plan.

Unsatisfactory grades in course(s) attempted and/or completion rate does not meet the 67% minimum.

- Fully completed Student Appeal Statement.
- Standards of Academic Progress – Academic Plan.

Exceeded the Maximum Number of Attempted Hours Allowed

- Fully completed Student Appeal Statement.
- A completed SAP Academic Plan Form.
- Student statement detailing why they have exceeded the maximum attempted hours.

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CONTINUED ON NEXT PAGE / PAGE 1 OF 2

STUDENT APPEAL STATEMENT

Explain the circumstances that contributed to your current academic status. **Documentation of your situation must be attached.**

Explain the thing(s) that have changed in your circumstances that will permit you to successfully complete your studies. Please provide any applicable documentation.

Explain the steps you will take to improve your academic performance.

The Satisfactory Academic Progress Appeal form, all documentation, and the Satisfactory Academic Progress Academic Plan must be submitted to have your appeal considered. ***Appeals submitted without an academic plan will not be considered.***

Student's Signature _____ Date: _____

(Electronic signatures will not be accepted)