

Financial Aid Office

Satisfactory Academic Progress (SAP) Appeal

Federal regulations require students to maintain Satisfactory Academic Progress (SAP) in three areas—**Cumulative GPA, Hours Earned, and Maximum Time Limit** – to be eligible for financial aid. It is the student's responsibility to stay informed of the school's SAP Standards and to monitor their own progress. As a courtesy, the Financial Aid Office will send notification to permanent addresses for students who we expect may be out of compliance following each semester. We make an official determination of compliance at the end of each semester.

In some cases, a student's failure to be in compliance with one or more areas of SAP is due to events totally beyond the student's control. If such "mitigating circumstances" can be documented for the specific term(s) when the deficiencies occurred, the student may submit this completed SAP Appeal, along with all required documentation. Should your appeal be approved you will receive an award letter. If your appeal is denied you will receive letter of notification.

Examples of Mitigating Circumstances

Situations considered "mitigating circumstances" beyond a person's control include:

- Serious illness or injury to student that required extended recovery time or significant improvement.
- Death or serious illness of an immediate family member
- Significant trauma in student's life that impaired the student's emotional and/or physical health.
- Readmission under One-Year Rule.
- Other documented circumstances

Required Documentation To Be Provided By Student

- ρ **I have corrected my deficiency.** I am requesting a reevaluation of my Satisfactory Academic Progress. (No documentation required)
- ρ **My situation involves mitigating circumstances;** therefore, I have not corrected my deficiency. I am appealing the SAP action that resulted in my ineligibility for financial aid. I have attached the following documentation:
- ρ 1.) My written explanation of the situation and action taken
- ρ 2.) Letters from the following involved third parties
- | Name | Title | Name | Title |
|------|-------|------|-------|
| | | | |
- ρ 3.) Death Certificates or obituaries, if applicable for _____
- ρ 4.) Other Documents: _____

I understand that the Financial Aid Office will not accept any SAP Appeal that is incomplete or lacks documentation. I am; therefore, submitting my **complete** SAP Appeal. I understand that the Financial Aid Office will only review a completed Satisfactory Academic Progress Appeal. Once a decision has been made my Financial Aid Director will notify me of the Appeal outcome.

Student Signature

Social Security #

Date