

**Financial Aid Office
Satisfactory Academic Progress Appeal Form**

Student Name: _____ Student ID: _____
 Email: _____ Phone #: _____
 Program of Study: _____ Anticipated Graduation Date: ____/____/____

Please check the term for which you are requesting reinstatement of your financial aid:

____ Fall 2018 ____ Winter 2019 ____ Spring/Summer 2019

Please check the SAP standard(s) you are not meeting (check all that apply)

____ GPA < 2.0 ____ Credit hour completion < 67% ____ Credit hours attempted > 150%

Please follow the directions below:

- 1) You **MUST** attach a **written explanation of the extenuating circumstance(s)** that have contributed to your inability to meet the SAP requirements.

Please note that we review the entire academic transcript, so if you are below the 2.0 GPA or 67% credit hour completion rate you must address **EACH** semester in which your failed or dropped classes. You must address how the issue(s) that impacted your ability to meet SAP standards have been **resolved**.

(Note: You must sign your written statement.)

- 2) You **MUST** attach **supporting documentation**.
 3) Attach a copy of your **degree audit**. *(You can get a copy of your degree audit from your student WepPal Account).*

Check all categories that apply to you:

____ **Health issue(s) experienced by yourself or immediate family member.** Attach supporting medical documentation that explains the nature and dates of the health issue(s).

____ **Death of an immediate family member.** Attach a photocopy of the death certificate or obituary. State the relationship of the deceased to you.

____ **Significant trauma in your life that impaired your emotional and/or physical health.** Provide a detailed explanation regarding the specific circumstances that occurred and provide supporting documentation from a third party source (e.g. physician, social worker, police, etc.)

____ **Other unexpected circumstances beyond your control.** Please explain in detail the nature and dates of the unexpected circumstances. Supporting documentation must be provided.

Students who submit incomplete appeals will be notified by the Financial Aid Office via Email or a phone call. Failure to submit missing documents within 7 business days of the request may result in an automatic denial of the SAP appeal.

Student's Signature: _____

Date: ____/____/____

Office Use Only

_____ Approved for _____ semester only. Student will graduate at the end of the semester.
(Student must follow an academic plan)

_____ Approved, beginning with the _____ semester, and through the _____
semester, by which time the student is expected to be meeting SAP standards.

(Student must follow and meet conditions of an academic plan to remain eligible for financial
aid during the approved Financial Aid Probation period.)

_____ Denied

FA Signature: _____ Date: ____ / ____ / ____

Comments: