

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

Last Name	First Name	Student ID #
Address (include apt. #)	City	State
Phone Number	E-mail Address	Date of Birth
Program of Study: _____ Anticipated Graduation Date: ____/____/____		

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

\_\_\_\_\_ Fall 2022    \_\_\_\_\_ Winter 2023    \_\_\_\_\_ Summer 2023

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

\_\_\_\_\_ GPA < 2.0    \_\_\_\_\_ Credit hour completion < 66.66%    \_\_\_\_\_ 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. (Note: You must **SIGN** your written statement.)

Please note that we review the entire academic transcript, so if you are below the 2.0 GPA or 66.66% credit hour completion rate you must address **EACH** semester in which you failed or dropped classes. You must address how the issue(s) that impacted your ability to meet SAP standards have been **resolved**.

2) You **MUST** attach **supporting documentation**.

**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.

- **Failure to submit supporting documentation with the appeal may result in an automatic denial of the SAP appeal.**
- **Students who submit incomplete appeals will be notified by the Financial Aid Office via Email or a phone call.**

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 or have graduated.

(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:**