



## Financial Aid and Scholarships

### Satisfactory Academic Progress (SAP) Appeal Form

Eligibility for Federal Financial Aid is based on maintaining Satisfactory Academic Progress (SAP). Please complete all steps outlined on this form to appeal your financial aid ineligibility. Failure to submit documentation and follow instructions will result in a delay in the decision of your appeal. Once a decision has been reached your SAP Status on Banner Web will be updated.

#### **Step 1: Student Information**

Name (Print): \_\_\_\_\_ ID Number: \_\_\_\_\_  
Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

#### **Step 2: Reason for Financial Aid Suspension**

Please check all that apply: I am completing an appeal by answering all the questions on this form in detail, and I am including supporting documentation for reinstatement of financial aid. I would like to appeal my financial aid suspension because:

- ☐ I currently have a cumulative grade point average (GPA) below the minimum standards (2.0)
- ☐ I have earned less than 67% of the overall hours in which I have attempted
- ☐ Max Hours (I have exceeded the 150% maximum timeframe of my degree program)

#### **Step 3: Appeal Information**

Financial aid ineligibility can be appealed if you have suffered undue hardship. In order for an appeal to be considered, your circumstances must meet at least one of the criteria in the chart below. Please indicate below which situation(s) best applies to the academic difficulty you experienced. In addition, all appeals must be submitted with supporting documentation. Examples of acceptable documentation are listed, but not limited to, the items in the following chart. The documentation should be attached to the appeal at the time the appeal is submitted

Check the Circumstance(s) that Apply	Required Documentation (must include dates)
<input type="radio"/> Medical Problem(Physical or Mental)	Excuse from your physician, hospital or professional counselor which indicates the duration of the illness and dates of visits
<input type="radio"/> Death of Family Member	Loss of a family member must be documented; examples of documentation may include, but not limited to, an obituary, death certificate and/or death announcement.
<input type="radio"/> Traumatic life-altering event such as car accident, fire, hurricane, any other traumatic event	Police report, insurance claim, any other document that may validate your claim
<input type="radio"/> Transfer Hours not accepted (applicable for those who have earned less than 67% of cumulative hours)	Will be reflected on transcript, no further documentation necessary

○ Other Circumstance(s)	Appropriate documentation which will verify situation
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**Describe how the circumstance(s) caused you to fail the standards and describe what has changed that will now allow you to meet those standards.**

**Step 4: Certification and Signature**

I certify that the information I have provided is true and complete to the best of my knowledge. By completing and submitting this form you certify that: (1) I have reviewed the SAP policy and understand you have fallen below the acceptable SAP standards required for financial aid; (2) I understand that the submission of an appeal does not guarantee approval and that your financial aid may not be reinstated for this semester and future semesters; (3) I and an academic official agree that the courses you are taking during this enrollment period are acceptable toward meeting your degree requirements and the SAP standards

**Student's Signature** \_\_\_\_\_ **Date** \_\_\_\_\_