



## Satisfactory Academic Progress Appeal Form

### SECTION A: Student Information

\_\_\_\_\_  
Last Name                      First Name                      M.I.

\_\_\_\_\_  
ID Number

\_\_\_\_\_  
Cell Phone Number

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
Anticipated Graduation Date

\_\_\_\_\_  
City/State/Zip

Classification:  Freshman     Sophomore     Junior     Senior     Graduate/Master     Graduate/PhD     Other: \_\_\_\_\_

Which semester you will enroll if this appeal is approved? \_\_\_\_\_

### SECTION B: Appeal Instructions

Students have thirty (30) days after the first class day of the semester to file an appeal with the Financial Aid Office to request reinstatement of aid.

Students who are not making Satisfactory Academic Progress may file a written appeal to the Financial Aid Office. Required documentation:

1. A signed Satisfactory Academic Progress Appeal Form
2. A typed statement explaining the circumstances that led to your current academic performance **AND** the steps you will take to ensure future success in attaining your academic goals.
3. Third-party documentation that supports the reason you did not meet the SAP requirements. **EXAMPLES** include: Letter from physician for medical circumstances, obituary or program for the passing of a loved one, character letter, etc.

Appeals will then go before a committee for review. All students will be notified of the committee's decision in writing. **ALL** decisions made by the committee are **FINAL**.

### SECTION C: Appeal Details

Is this your first time to file a SAP appeal? YES  NO

Please select the situational factors contributing to your lack of academic progress most applicable to you:

- Occupational Situation                       Current family obligations  
 Unexpected life event                       Current health crisis or unexpected illness  
 Other (Explain): \_\_\_\_\_

Please select ONE of the following that addresses the nature of the appeal:

- Insufficient GPA                       Insufficient completion of attempted hours  
 Both completion of hours and GPA are insufficient                       Exceeded the maximum number of attempted hours for my degree  
↳ A degree plan from advisor specifying the number of courses remaining (MANDATORY).

All of the information I have provided is true and correct to the best of my knowledge. I have provided all documentation necessary for the review of this appeal. I understand that I will be notified of the committee's decision in writing via my SFA email account or mailing address. I understand that by submitting an appeal I am not guaranteed reinstatement of financial aid. Finally, I understand that any fees I may owe the university are due on the date specified regardless of the status of my appeal.

**WARNING: ANY APPEAL SUBMITTED WITHOUT ALL DOCUMENTS ATTACHED WILL BE DENIED**

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Date