



Satisfactory Academic Progress (SAP) Appeal Form

Students who have lost financial aid eligibility due to not meeting **Satisfactory Academic Progress (SAP)** requirements, including exceeding the maximum number of credit hours attempted, may submit an appeal if the loss of eligibility was due to **extenuating circumstances**. These may include, but are not limited to:

- Serious injury or illness
- Hospitalization
- Death of a relative
- Other undue hardships

All decisions made by the **SAP Appeals Committee** are final and cannot be appealed.

If your appeal is approved, your financial aid will be **reinstated** under **FA Probation** status, and you must meet specific academic requirements to maintain eligibility. If your appeal is denied, you will remain ineligible for financial aid and will be responsible for any charges related to your enrollment.

Please note: Submitting an appeal **does not** guarantee reinstatement of your financial aid.

Student ID: _____ Term Last Attended: _____
First Name: _____ Last Name: _____
Phone: _____ University Email Address: _____

Steps to Submit a Financial Aid appeal for Reinstatement

To be considered for financial aid reinstatement, **all required documentation must be uploaded to your student portal or hand-delivered to the Financial Aid Office**. Incomplete submissions will delay processing and may result in denial.

1. Complete the Satisfactory Academic Progress (SAP) Appeal form:
 - This form is required to initiate your appeal.
2. Write Your Personal Statement:
Using the space provided on the following page, address both of the following:
 - Describe the circumstances that impacted your ability to meet SAP requirements or complete your degree within the maximum credit hour limit.
 - Explain how your situation has changed or what steps you will take to ensure future academic success and compliance with SAP standards.

3. Submit Supporting Documentation

Provide documentation that supports the circumstances described in your statement. Acceptable examples include:

- Hospitalization records
- Police reports
- Records of doctor visits
- Court documents
- Death Certificate or obituary announcement

4. Complete an Academic Plan with your Academic Advisor
 - Work with your advisor to complete the Academic Plan
 - Upload the signed and completed plan to your student portal.

Statement

Fully describe the circumstances that impacted your ability to meet satisfactory academic progress requirements or complete your degree within the maximum credit hour limit. (Minimum 2 paragraphs)

Fully explain how your situation has changed or how you will address the circumstances described above to make sure you are academically successful and maintain satisfactory academic progress into the future (Minimum 2 paragraphs)