

SATISFACTORY ACADEMIC PROGRESS (SAP) APPEAL FORM

ACADEMIC YEAR: _____

SAP Appeals relate solely to Financial Aid.

If you are under “Academic Suspension” you must submit an ACADEMIC Appeal through the Registrar’s Office prior to submitting a SAP Appeal for Financial Aid.

NOTE: The paper form submission will ONLY be accepted for students who have issues accessing the SAP Appeal through their Student Portal. All other SAP Appeal submissions must be submitted electronically through the Student Portal

COMPLETE ALL ITEMS BELOW (PLEASE PRINT) – DO NOT LEAVE BLANK

Last Name:	First Name:
ID Number:	Phone Number:
Email Address:	
Student Signature:	Date:

INSTRUCTIONS

You have been identified as having failed to meet Satisfactory Academic Progress (maintaining a 2.0 cumulative GPA and a 67% PACE of passed credit hours over attempted credit hours).

To continue with your SAP Appeal submission, you must complete the following steps:

1. You must provide a detailed **Statement** (2-3 paragraphs) explaining the following:
 - Extenuating circumstances that caused you to fail to meet Satisfactory Academic Progress
 - What has changed that will enable you to meet Satisfactory Academic Progress at the next evaluation
 - The steps you will take to ensure you continue to meet Satisfactory Academic Progress in the future
2. You must provide **Supporting Documentation** that supports your Statement. Examples include:

REASON FOR APPEAL	SUPPORTING DOCUMENTATION REQUIRED
Personal Illness or Injury:	Medical documentation issued by a Physician citing your illness and its probable effect upon your academic performance
Death of an Immediate Family Member:	Provide either an obituary, death certificate, or letter from a lawyer, doctor, or minister which states the date of death and the individual’s relationship to you
Other Unusual Circumstance:	Written documentation supporting your circumstances from an Academic Advisor, Counselor, Tutor, Professor and/or Professional who is familiar with your circumstances. Documentation must state the date(s) during which these circumstances occurred and their probable effect on your academic performance

THIRD PARTY DOCUMENTATION IS REQUIRED FOR SUBMITTING A SAP APPEAL

FOR OFFICE USE ONLY		
Reviewed by:		
SAP Appeal Decision:		
Any SAP Appeal Stipulations: _____ Minimum semester GPA requirement Minimum semester Credit Hours passed		
Current GPA:		
Current PACE: (_____ Passed Credit Hours / _____ Attempted Hours)		
____ ROASTAT	____ RRAAREQ	____ RHACOMM