



**SATISFACTORY ACADEMIC PROGRESS (SAP)  
APPEAL FORM**

**APPEAL TERM/SEMESTER:** \_\_\_\_\_

**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.**

COMPLETE ALL ITEMS BELOW (PLEASE PRINT) – DO NOT LEAVE BLANK	
<b>Last Name:</b>	<b>First Name:</b>
<b>ID Number:</b>	<b>Phone Number:</b>
<b>Email Address:</b>	
<b>Student Signature:</b>	<b>Date:</b>

**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**

