



## Satisfactory Academic Progress (SAP) Appeal Instructions

Federal Regulations require students applying for or receiving federal student aid to maintain satisfactory academic progress toward their degree. A student may appeal his/her failure to maintain SAP standards for federal student aid if extenuating or mitigating circumstances exist. Appeals will be considered for circumstances that include but are not limited to, COVID-19 related circumstances, death or illness of immediate family member, medical condition, hospitalization, documented emotional distress, or other severe situation beyond the student's control.

**Appeals must include all the following information and submitted to the Financial Aid office prior to the start of the next term**

---

### 1:STUDENT INFORMATION:

Student Name: \_\_\_\_\_ Student ID # : \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

Program of Study: \_\_\_\_\_

---

### 2: Written explanation of your circumstance(s) which directly affected your academic progress

### 3: Documentation supporting the details of your circumstance(s):

- **COVID-19 Related Circumstance(s):** Provide details in your written explanation.
- **Death/Illness of Immediate Family Member:** Death certificate, obituary, etc.
- **Medical:** Doctor's note, hospital bill, police report, letter from academic advisor or 3rd party.
- **Other Severe Circumstances:** Clearly state the circumstances (not listed above) in your written explanation and provide appropriate documentation.

### 4: Plans for next term of enrollment to resolve circumstance(s) that led to progress problem

### 5: Submit appeal with applicable documentation to the Financial Aid Office

- Documents may be submitted through our [Secured Document upload](#). Please contact the Financial Aid office for the username and password to upload to the site.

---

**PLEASE NOTE:** If an appeal is not submitted for acceptable reasons, it will automatically be denied and will not be heard by the SAP Appeal Committee. If the appeal is submitted based on an approved circumstance, but does not provide documentation of said circumstance(s), the financial aid counselor will contact the student and request the documentation. If the appeal is complete and all necessary documentation is provided, the appeal will be reviewed by the Financial Aid SAP Appeal Committee.

Students should make payment arrangements while waiting on the Committee's decision if necessary. The student will be notified of the Committee's decision in writing. The decision of the Committee is final. There is no secondary or director appeal process. If an appeal is denied, students can only be reinstated for aid eligibility if they satisfy all deficiencies.

If an appeal is approved and the student does not fulfill the conditions of his or her probation or academic plan, the student will not be eligible for aid for any future semesters during their academic career unless the student satisfies all academic deficiencies. If feasible, a petition may be made to the director only when a student has failed to perform well during the period of probation due to specific, extreme circumstances that differ from the reason for the initial appeal. No petition to the director will be considered on the basis of a denied appeal decided by the SAP Appeal Committee. Please review the [SAP Standards](#) for full specifics of the standards of federal student aid eligibility.