

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.

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

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 only when a student has failed to perform well during the appeal or for other reasons for a specific, extremely low grade. 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.