

Failure to Achieve Satisfactory Academic Progress Appeal

Instructions, Form and Letter Outline

Students who are determined ineligible for federal financial aid due to the failure to meet Satisfactory Academic Progress (SAP) are not entitled to any federal or institutional aid until eligibility is regained as stated in the Satisfactory Academic Progress Policy. However, if special circumstances exist, the student may submit a typed letter of appeal explaining his/her reasons for not meeting the requirements and provide, when appropriate, third-party documentation. The required documents listed below should be submitted to the Financial Aid Office.

Extenuating circumstances beyond a student's control include, but are not limited to:

- Documented medical condition or serious illness
- Documented learning disability
- Death of a family member or friend
- Other extraordinary/emergency circumstances, such as natural disasters
- Dislocated worker
- Documented change in conditions of employment
- Involuntary call to active military duty
- Maximum Time Frame Appeals
- Completed prior degree(s) before enrolling in current degree program

INSTRUCTIONS:

To Appeal the failure to achieve SAP you must do the following:

1. Compose a student appeal letter and attach to *Failure to Achieve Satisfactory Academic Progress Appeal Form* found below. Letter must include the following points:
 - a. Provide details regarding the situation(s) that prevented you from maintaining SAP.
 - b. Explain how your situation(s) has changed and why you believe you will be able to achieve SAP in the future.
 - c. Include documentation, which must be specific and include dates. Documentation includes, but is not limited to:
 - i. Letter from a physician or counselor on letterhead indicating the dates you were under their care
 - ii. Copy of a death certificate, obituary or third-party documentation of death
 - iii. Accident reports, police records, court records, etc.
 - iv. DO NOT submit original documents - they will not be returned. Make sure all copies are legible and include student's name and ID.
2. Submit your typed letter of appeal and supporting documentation to the Financial Aid Office.
3. Must have a submitted FAFSA on file for the academic year for which the appeal applies.

You will be notified in writing concerning the acceptance or denial of your appeal.



Failure to Achieve Satisfactory Academic Progress Appeal Form

Attach to your signed Appeal Letter

Date:

Student Name:

Student ID:

Term for which Appealing:

For Office Use Only

Received

By:

Date

Received:

List of attached documents:

FAFSA on File:

Yes

No

Appeal:

Approved

Denied

Comments:

