

Satisfactory Academic Progress Appeal



Appeals must be submitted at least two weeks before the first day of class.

Enter the semester for the appeal. Fall Spring Summer

Student Information:

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Last Name	First Name	Student ID/SSN	Phone Number	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Mailing Address	City	State	Zip	Email Address

Appeal is based on the following:

- I experienced a serious injury or extended illness this semester.
- I experienced the death or life threatening illness of a family member this semester.
- I experienced other special circumstances

Requesting for Admission/Academic Reinstatement

Any student who has been academically suspended more than once must apply for reinstatement.

Any student academically suspended for the 1st time that would like to waive the suspension period must apply for reinstatement.

Factors that contributed to Academic Suspension :(check all that apply)

- Less than a cumulative 2.0 GPA
- Did not complete the probationary period successfully
- Did not comply with a previous approved Academic Plan requirements

Requesting for Financial Aid Reinstatement

Federal regulations require that a student receiving financial aid make progress toward a degree/certificate. Students denied financial aid due to unsatisfactory academic progress may appeal for reconsideration of financial aid eligibility. Ineligibility for aid may be the result of one or more of the following:

1. Failure to complete a 67% pace of progression (cumulative credit hours attempted)
2. Less than a cumulative 2.0 GPA
3. Attempted in excess of 150% of the credit hours required for your program

The student's failure to maintain satisfactory academic progress must be the result of extenuating circumstances. The submission of this process does not guarantee a change in your financial aid eligibility.

Factors that contributed to Financial Aid Suspension :(check all that apply)

- Failure to complete a 67% pace of progression (cumulative credit hours attempted)
- Less than a cumulative 2.0 GPA
- Attempted in excess of 150% of the credit hours required for your program
- Did not comply with a previous approved Academic Plan requirements

Student Explanation is required for both Admissions/Academic and Financial Aid Appeal. If the student is completing both, only one student explanation statement is needed.

1. Provide a typewritten statement detailing the extenuating circumstances for **each** semester that you did not maintain satisfactory academic progress. Please include:
 - What specifically happened that caused you not to maintain satisfactory academic progress?
 - When did the above occurrence happen?
 - How did the above occurrence affect your academic performance?
 - If this situation involves more than one semester, briefly explain why you continued to enroll without adjusting your course load.
 - Briefly explain what has now changed, or the steps you have taken, that should now result in you maintaining satisfactory academic progress in the future.
2. Provide documentation for the above occurrences
 - Signed statement from medical professional stating the circumstance and specified date of occurrence.
 - Signed statement from a parent/relative describing a family emergency that required your attention and specified date of occurrence. Along with this statement, include a copy of death certificate or physician's statement.
 - You may provide any additional documentation that will help us make a decision.

All required documents needs to be submitted before SAP Appeal can be processed

Section I

Section II

Section III

Student Statement of Understanding

My signature below acknowledges the following statements:

- The information on this form and in any attachments is complete and accurate. It also authorizes the designated department to verify any information submitted.
- The appeal will be reviewed by the SAP Appeal Committee and all decisions made are final.
- I understand the SAP Appeal review process may take a minimum of 4 - 6 weeks.

Student Signature

Date

Office Use Only

Admission/Academic Appeal

- Probation (1 semester)
- Academic Plan

- Appeal Denied-Incomplete
- Appeal Denied

Financial Aid Appeal

- Probation (1 semester)
- Academic Plan

- Appeal Denied-Incomplete
- Appeal Denied

Reviewed by: _____

Date _____

Reviewed by: _____

Date _____