



Staff Initials: \_\_\_\_\_ Date: \_\_\_\_\_

**Spring 2020**  
**SATISFACTORY ACADEMIC PROGRESS (SAP) APPEAL FORM**

**Student Information (PLEASE PRINT)**

XXX-XX-

Last Name	First Name M.I	EMPLID	Social Security Number ( <u>Last 4 Digits</u> )
-----------	----------------	--------	---

Address (include apt. #)	City	State	Zip Code
--------------------------	------	-------	----------

Date of Birth	E-mail Address	Phone Number (include area code)
---------------	----------------	----------------------------------

**Note:** The College's Financial Aid Standing Committee reviews all appeals, and all appeal decisions are final. Incomplete documents will **NOT** be accepted. **Submission of this appeal does not guarantee approval.**

**IMPORTANT:** You must have a valid FAFSA on file when submitting your appeal.

**Instructions**

**Step 1:** You must meet with an Academic Counselor to create an academic plan. An academic plan is to assist you in meeting SAP requirements as you progress throughout the year. Academic Counselors are located in **Sage Hall, Room 202**. **If you are an ASAP student**, you should visit **Nichols Hall, Room 118**.

**Step 2:** Provide a detailed typed statement describing the extenuating circumstances that prohibited you from complying with the SAP policy. You must address **ALL** the semesters that contributed to you not meeting satisfactory academic progress. Please explain how the circumstances that contributed to you not meeting satisfactory academic progress have been resolved, and how will you meet SAP standards in the future.

- a. Include **ALL** supporting documentation (**COPIES ONLY - DOCUMENTS CANNOT BE RETURNED**) to verify your statement and to support your appeal, (**i.e.: copy of death certificate, medical records, police reports, job termination letter, disability letter, etc.**).

**Step 3:** Once you have obtained an academic plan, prepared your typed statement, and have your supporting documents, return all documents including the Appeal form to the Financial Aid Office in **Colston Hall, Room 504**. Incomplete documents will **NOT** be accepted.

If you did submit your SAP Appeal during any of the Institution **Appeal Date** events. Submission of this appeal will be review within one week from the following dates:

- **Tuesday, January 14<sup>th</sup>**
- **Wednesday, January 22<sup>nd</sup>**

**Please note:** If your appeal is approved and you are eligible to receive Title IV financial aid, you must have a valid FAFSA on file; all "To Do Checklist" completed and meet all the terms and conditions of your academic plan.

If your appeal is denied you will not be eligible to receive Title IV financial aid for the semester(s) (Pell grant, SEOG, Federal Work Study, and Federal Direct loans). You will need to seek a payment plan with the Bursar or other financial resources to pay your tuition such as a Private Loan.

I have read and understand the appeal instructions and the SAP requirements, (**See chart on the back**). I hereby attest that everything I have stated on this appeal form is true and accurate to the best of my knowledge.

Signature \_\_\_\_\_

Date: \_\_\_\_\_

Credits Attempted	Complete	Percent	GPA		Credits Attempted	Complete	Percent	GPA
0	0	0%	0.00		46	22	46%	2.00
.5 - 1	0	0%	0.00		47	22	46%	2.00
2	0	0%	0.00		48	23	46%	2.00
3	0	0%	0.00		49	23	46%	2.00
4	0	0%	0.00		50	23	46%	2.00
5	0	0%	0.00		51	26	50%	2.00
6	0	0%	0.00		52	26	50%	2.00
7	0	0%	0.00		53	27	50%	2.00
8	0	0%	0.00		54	27	50%	2.00
9	0	0%	0.00		55	28	50%	2.00
10	0	0%	0.00		56	31	54%	2.00
11	0	0%	0.00		57	31	54%	2.00
12	0	0%	0.00		58	32	54%	2.00
13	0	0%	0.00		59	32	54%	2.00
14	0	0%	0.00		60	33	54%	2.00
15	0	0%	0.00		61	35	56%	2.00
16	2	10%	1.75		62	35	56%	2.00
17	2	10%	1.75		63	36	56%	2.00
18	2	10%	1.75		64	36	56%	2.00
19	2	10%	1.75		65	37	56%	2.00
20	2	10%	1.75		66	39	58%	2.00
21	4	15%	1.75		67	39	58%	2.00
22	4	15%	1.75		68	40	58%	2.00
23	4	15%	1.75		69	41	58%	2.00
24	4	15%	1.75		70	41	58%	2.00
25	4	15%	2.00		71	43	60%	2.00
26	6	20%	2.00		72	44	60%	2.00
27	6	20%	2.00		73	44	60%	2.00
28	6	20%	2.00		74	45	60%	2.00
29	6	20%	2.00		75	45	60%	2.00
30	6	20%	2.00		76	48	62%	2.00
31	8	25%	2.00		77	48	62%	2.00
32	8	25%	2.00		78	49	62%	2.00
33	9	25%	2.00		79	49	62%	2.00
34	9	25%	2.00		80	50	62%	2.00
35	9	25%	2.00		81	53	65%	2.00
36	13	35%	2.00		82	54	65%	2.00
37	13	35%	2.00		83	54	65%	2.00
38	13	35%	2.00		84	55	65%	2.00
39	14	35%	2.00		85	57	67%	2.00
40	14	35%	2.00		86	58	67%	2.00
41	18	43%	2.00		87	59	67%	2.00
42	19	43%	2.00		88	59	67%	2.00
43	19	43%	2.00		89	60	67%	2.00
44	19	43%	2.00		90	61	67%	2.00
45	20	43%	2.00					