# Financial Aid Office Satisfactory Academic Progress Appeal Spring 2014

Name Student ID Number		
	Name	Student ID Number

In accordance with Federal Department of Education regulations, institutions of higher education are mandated to determine whether students are maintaining Satisfactory Academic Progress (SAP). Students must maintain SAP in order to continue to receive Federal Financial Aid.

## Satisfactory Academic Progress requirements include the following:

- minimum 2.0 GPA:
- minimum 67% completion rate calculated by dividing hours passed by hours attempted; and
- completion of a program within 150% of the time required for the program in the student handbook (this calculation includes all cumulative hours)

# **Appeal Instructions** (incomplete information or documentation may result in your appeal being denied):

- 1. <u>Submit a documented letter</u> explaining the extenuating circumstances that have affected your academic progress.
  - a. The appeals committee will look at all documentation and take into consideration when the incident occurred and how it affected the student's SAP
- 2. Attach supporting documentation that demonstrates evidence for your appeal (examples listed below).
  - a. Documentation should be dated
  - b. Documentation that has been altered will not be accepted
- 3. Carefully <u>read and submit this signed form and all documentation</u>, at one time, to the Office of Financial Aid by the deadline.

#### **Appealable Circumstances (examples):**

Personal injury, illness or physical disability Personal crisis (uncontrollable) Death/illness of immediate family member Exceeded maximum hours for degree completion – Max Hours Suspension only

#### **Documentation (examples):**

Physician's statement on physician's office letterhead

Death certificate or obituary

Medical/personal crisis withdrawal forms

Documentation of other extenuating circumstances

### By signing below I acknowledge that I fully understand the following conditions of my appeal:

- My submitted appeal does not guarantee an approval.
- My appeal may not be reviewed before tuition and fee payment deadlines; therefore, I should make arrangements to pay out of pocket or via the payment plan if I wish to hold my class schedule.
- My appeal will be reviewed by the Financial Aid Appeals Committee and will include a review all supporting documentation I provided to determine judgment; the committee's decision is final.
- If my appeal is denied I cannot receive financial aid until I meet SAP or have an appeal approved in a subsequent aid year; and I may only submit one appeal per academic year.
- If my appeal is approved I can only use aid for classes within my program, I must meet with the Financial Aid Office to complete my Academic Plan, and I must meet the conditions of that Plan to retain my aid.

Signature:	Date	e of Submission: