



Office of Student Financial Services
Satisfactory Academic Progress (SAP) Appeal Form

\*You may use this form to submit your appeal, or you may submit your appeal in a typed word doc using this form as a guide.

Student Information

Student Name: \_\_\_\_\_

Student ID: \_\_\_\_\_

Phone Number: \_\_\_\_\_

SAP Standards Overview

To remain eligible for financial aid, students must meet both GPA and completion rate (pace) standards.

GPA Requirement:

Table with 2 columns: Attempted Credits, Minimum Cumulative GPA. Rows include 1-48 (1.4), 49-77 (1.6), 78-109 (1.8), 110-129 (1.9), 130+ (2.0).

Type of SAP Deficiency (Check All That Apply):

[ ] CGPA Deficiency: A CGPA deficiency means that your cumulative grade point average was below the minimum CGPA required to meet SAP standards for financial aid eligibility.

[ ] Completion Rate (Pace) Deficiency: Completion Rate (Pace) Requirement: Students must successfully complete at least 67% of all attempted credit hours. Withdrawals, failures, and incomplete grades count as attempted hours but not completed hours.

Appeal Statement

1. What Happened?

Explain the circumstances that prevented you from meeting SAP standards.

Four horizontal lines for writing the appeal statement.

## 2. What Has Changed?

Explain what is different now that will allow you to be academically successful.

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## 3. Plan for Academic Success

Describe the specific steps you will take to improve your academic performance.

- Meet with academic advisor
- Attend tutoring or academic support services
- Reduce course load
- Adjust work hours
- Follow an academic plan
- Other: \_\_\_\_\_

Brief explanation of your plan:

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## Documentation (If Applicable)

- Doctor's note
- Counselor letter
- Hospital paperwork
- Obituary
- Work schedule verification
- Advisor statement
- Other: \_\_\_\_\_

**Student Certification**

I understand that submitting this appeal does not guarantee approval. If approved, I may be placed on Financial Aid Probation and required to meet specific academic conditions to remain eligible for financial aid.

I certify that the information provided is true and complete.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_