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Satisfactory Academic Progress Appeal Form

STUDENT LAST NAME

STUDENT FIRST NAME

STUDENT ID

Students who are no longer eligible for *federal, state or institutional aid* as a result of not meeting Satisfactory Academic Progress (SAP) can submit a SAP appeal in an effort to re-establish their student aid eligibility. Please complete this form and submit all required supporting documentation. Third party documentation is required for your appeal to be considered complete. Incomplete appeals will not be reviewed.

In order to meet Satisfactory Academic Progress (SAP), all students must meet all components of the following criteria:

1. Maintain a minimum GPA of a 2.0 for undergraduate students OR a minimum GPA of a 3.0 for graduate students;
2. Successfully complete at least 67% of all attempted credits; AND,
3. Complete their educational program within a timeframe no longer than 150% of the published length of the program, as measured by transfer and attempted credits.

Appeal Checklist

THESE FIRST TWO DOCUMENTS ARE REQUIRED TO BEGIN YOUR APPEAL REVIEW

- Detailed Appeal Letter [REQUIRED]** – This letter must describe in detail the unusual, extenuating circumstances that caused you not to meet the Satisfactory Academic Progress requirements listed above. In addition this letter must also detail what has changed that will allow you to meet this requirement in the immediate future.
- Third Party Documentation [REQUIRED]** – Examples of third party documentation include a letter from a professor, advisor, physician, mental health counselor, court documents.
- Degree Plan [RECOMMENDED]** – It is highly recommended that you meet with your academic advisor or retention coordinator to review your degree plan. They will help you develop an academic plan to regain your student aid eligibility.

By signing, I certify that this information is complete and accurate.

STUDENT SIGNATURE

DATE