



# Satisfactory Academic Progress (SAP) Appeal

**Grade Point Average, Maximum Timeframe (150% of Program), or Second Degree**

Student Name				Student ID #					
Street Address				City	State	Zip Code			
Today's Date									

**Instructions:** You are completing this appeal due to loss of financial aid eligibility or you are requesting financial aid towards a second degree. Failure to provide appropriate documentation will result in an automatic denial of the appeal. Please indicate which SAP standard you are appealing (G.P.A., Maximum Timeframe, or a Second Degree) and submit the required information. Please allow up to two weeks for review. If you start school before receiving a decision on your appeal, you are responsible for all charges incurred for the given term. You will receive written notification of the appeal decision.

## Cumulative Grade Point Average (G.P.A.)

### *Required Information:*

- A completed SAP Appeal Form.
- A written or typed personal statement (signed and dated) outlining extenuating circumstances.
- Documentation to support the extenuating circumstances indicated in your statement.
- Completion of the Academic Plan developed by the student and the academic advisor (See page 2).
- Submit a copy of your student loan history. You may access your records at [studentaid.gov](http://studentaid.gov)

## Maximum Timeframe OR Second Degree:

### *Required Information:*

- A completed SAP Appeal Form.
- A written or typed personal statement from the student (signed and dated) outlining the extenuating circumstances that have prevented you from earning your first degree within the allowed timeframe; or, how the second degree will complement the first degree and how it will help advance or support your career goals.
- Your academic advisor must provide a written statement outlining the required courses and number of credits needed to complete your first degree; or, confirmation of credits required to earn the second degree.
- Submit a copy of your student loan history. You may access your records at [studentaid.gov](http://studentaid.gov)

### **APPEAL DEADLINES:**

**Summer 2023:** If you are seeking consideration for aid beginning SU23, the deadline to submit your appeal is **May 5, 2023.**

**Autumn 2023:** If you are seeking consideration for aid beginning AU23, the deadline to submit your appeal is **August 11, 2023.**

**Spring 2024:** If you are seeking consideration for aid beginning SP24, the deadline to submit your appeal is **January 12, 2024.**

**IMPORTANT NOTE:** The college will be closed for three weeks for winter break. You may email your appeal information to the Financial Aid email during this time.

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## ACADEMIC PLAN

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Term for which you are applying for financial aid (circle one): Summer 2023    Autumn 2023    Spring 2024

Please indicate which SAP standard you are appealing: GPA, MAX Time Frame, or 2<sup>nd</sup> Degree (check below)

**CUMULATIVE G.P. A.:**

- Current G.P.A. \_\_\_\_ G.P.A. Required to meet SAP Standards \_\_\_\_
- Number of credits/semesters it will take to raise G.P.A. to required level: \_\_\_\_/ \_\_\_\_
- Please list on a separate sheet (memo or email acceptable from your advisor) the scheduled courses, to include the name of the course and number of credit hours, for the term for which you are applying for aid.

*To calculate expected grade point average and number of credit hours to reach required G.P.A., visit*

[www.back2college.com/raisegpa.htm](http://www.back2college.com/raisegpa.htm)

**MAXIMUM TIMEFRAME OR PURSUE 2<sup>ND</sup> DEGREE:**

- Number of Credits/semesters required to graduate: \_\_\_\_/ \_\_\_\_
- Please list on a separate sheet (memo or email acceptable from your advisor) the scheduled courses, including the number of credit hours for each course.

**Student Acknowledgement:** I understand that I must be eligible for federal financial aid as determined by the National Student Loan Data System (NSLDS). I further understand that an approval of my SAP appeal requires that I successfully complete the plan outlined above to continue eligibility for aid each term. I understand that an evaluation of my progress will occur at the end of each term to confirm conditions of eligibility, and failure to meet SAP and/or the outlined academic plan will result in immediate cancellation of all financial aid to include student employment.

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Student Signature

Date