



SATISFACTORY ACADEMIC PROGRESS (SAP) SUSPENSION/SUSPENSION 1 APPEAL REQUEST

Student's Name _____ ID Number (7 digits) _____

Purpose

If you have lost financial aid eligibility due to not meeting SAP requirements and experienced mitigating circumstances, you may submit an appeal for reinstatement.

To be considered, you must submit the following:

- This signed form;
- Personal Statement; and
- Supporting documentation.

Personal Statement Requirements

Your written statement should be detailed and include the following information:

1. **Explanation of Circumstances** - Describe in detail the circumstances that prevented you from being successful in your classes which prevented you from making satisfactory academic progress.
2. **Resolution and Plan for Success** - Explain what has changed in your situation and what steps you are taking to ensure future academic success.
3. **Anticipated Graduation Date** - Provide your expected term and year of graduation.

Supporting Documentation

Documentation must verify the circumstances described in your personal statement. Acceptable examples include:

- **Medical reasons:** For injury or illness (you or an immediate family member), provide copies of medical records from a doctor or hospital showing your condition and time period affected.
- **Learning disability:** Provide official documentation from Disability Services for Students (DSS) verifying the disability and relevant dates.
- **Death in the family:** Include a copy of the funeral program, obituary or death certificate.
- **COVID-19:** In your personal statement, explain how COVID-19 affected your ability to succeed in your coursework.

Student Certification and Signature

I certify that the information provided with this form is true and complete to the best of my knowledge. I understand that knowingly providing false or misleading information may result in fines, penalties and/or reduction or repayment of financial aid received. I understand that it may take 2-3 weeks to receive a decision on my appeal.

Student Signature

Date