

SATISFACTORY ACADEMIC PROGRESS (SAP) INFORMATION SHEET

Students who have lost eligibility for financial aid for any reason may appeal this decision. You are allowed to appeal once per each program. Completing a SAP appeal does not guarantee approval.

You must complete the Satisfactory Academic Progress (SAP) Appeal form along with the following:

1. Letter

A one page typed letter explaining your unusual or mitigating circumstances (i.e. death of a relative, serious personal illness etc.).

2. Plan of Action

Include in your one page typed letter the specific steps you are taking to ensure future success in attaining your academic goals. If appropriate, emphasize what will be different in your situation to ensure success.

3. Appropriate Documentation

Relevant documentation (if applicable) that supports your appeal (one page of documentation only). If cancelled due to exceeding the maximum time frame allowed, attach an updated study plan which outlines courses remaining and anticipated graduation date.

Submit the SAP Appeal form with your typed letter and documentation to the Office of Financial Aid SAP Appeals Committee. The maximum number of pages the committee will accept is four.

All requests will be reviewed by the Financial Aid Satisfactory Academic Progress Appeal Committee. Appeals submitted after the deadline will not be reviewed until the next committee meeting. You will be informed of the decision in writing. Students whose appeals are denied will have all aid cancelled and will be responsible for paying for their classes or dropping them within the required refund period. Your classes are not automatically dropped when your financial aid is cancelled.

Financial Aid Appeal Meetings Appeal Due Dates

Fall 2011	Spring 2012	Summer 2012
Wednesday, July 27, 2011	Wednesday, January 4, 2012	Wednesday, May 23, 2012
Wednesday, August 24, 2011	Wednesday, January 11, 2012	Wednesday, May 30, 2012
Wednesday, August 31, 2011	Wednesday, February 8, 2012	Wednesday, June 20, 2012
Wednesday, October 5, 2011	Wednesday, March 29, 2012	Wednesday, July 3, 2012