

SATISFACTORY ACADEMIC PROGRESS APPEAL

Federal regulations require students to maintain Satisfactory Academic Progress (SAP) in three areas: Cumulative GPA, Hours Earned and Maximum Time Limit -to be eligible for financial aid. It is the student's responsibility to stay informed of the university's SAP standards and to monitor his or her own progress. The Financial Aid Office will send notification to permanent addresses for students who may be out of compliance following each semester.

In some cases, a student's failure to be in compliance with one or more areas of SAP is due to events totally beyond the student's control. If such "mitigating circumstances" can be documented for the specific term(s) when the deficiencies occurred, the student may submit this completed SAP Appeal along with all required documentation. All decisions made by the appeal committee are final.

All appeals should be submitted no later than 60 calendar days from the start of the semester following termination of financial aid.

Student's First Name	Middle Initial	Last Name	Barry Student ID #
Contact Telephone #		E-mail Address	

Situations considered "mitigating circumstances" beyond a person's control include:

- Serious illness or injury to a student that required extended recovery time or significant improvement.
- Death or serious illness of an immediate family member.
- Significant trauma in student's life that impaired the student's emotional and/or physical health.
- Other documented circumstances.

Required documentation to be provided by student:

My situation involves mitigating circumstances. I am appealing the SAP action that resulted in my ineligibility for financial aid. I have attached the following documentation:

- My written explanation of the mitigating situation which was beyond my personal control.
- My written description of the resolution that demonstrates that this situation will not affect my future academic work.
- Letters from the following involved third parties:
A) Name and Title: _____
B) Name and Title: _____
- Death certificates or obituaries, if applicable.
- Other documents: _____

I understand that the Financial Aid Office will not accept any SAP Appeal that is incomplete or lacks documentation. I am, therefore, submitting my complete SAP Appeal. Once a decision has been made, my financial aid counselor will notify me of the outcome of the Appeal.

Student's Signature

Date

Please remember to enclose copies of the appropriate documents listed above.

For Financial Aid Office Use Only		
Action taken: <input type="checkbox"/> Approved <input type="checkbox"/> Denied	Signature of Financial Aid Administrator	Date

NOTE: After completing this form, please print it. Information typed will not be saved.