

**2017-18**  
**Satisfactory Academic Progress (SAP)**  
**STUDENT Appeal Form**



Name \_\_\_\_\_ Campus ID # \_\_\_\_\_  
Last First

**Read, complete & check each box, and include this form with your appeal letter. Make sure to include your Campus ID number on any documents you choose to include with your appeal.**

- I have included a typed appeal letter with this form.** My letter **explains in detail** why I did not meet minimum SAP standards and outlines my specific plan for what I will do to adjust my study habits and cope with the circumstances in my life.
- I have met with my academic advisor and discussed my appeal letter.** I requested that s/he complete and submit the **SAP Advisor Form** directly to the Office of Student Financial Aid (OSFA).
- I have reviewed the [deadlines for receiving financial aid](#),** which includes submitting any required financial aid-related documents and understand that failure to provide documentation in a timely fashion may result in the cancellation of my financial aid.
- I will email, mail, fax, or drop off this SAP Appeal Cover Form with my appeal letter and any additional documents to OSFA** – contact information is below.

**By submitting this form, I understand that:**

- ✓ My appeal will not be reviewed until both my appeal letter **as well as** my Advisor Form have both been submitted to OSFA.
- ✓ OSFA may follow up with my academic advisors for supporting documentation.
- ✓ This appeal applies for the next semester in which I want to receive financial aid.
- ✓ If an appeal decision has not been made by the tuition due date, I will have to make payment arrangements with the Bursar's Office, including during the summer term.
- ✓ My appeal may be denied and if I continue to enroll while failing SAP, I am responsible for paying any expenses on my own.
- ✓ If my appeal is approved, I must meet the stipulations of my SAP Plan as outlined in my approval letter by OSFA or I may lose my future eligibility for financial aid.
- ✓ If I have any questions about my SAP Plan, I will contact OSFA.