



# Satisfactory Academic Progress (SAP) Appeal 2019-2020

## 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. Review of your appeal may take up to three weeks from the date received. You will receive written notification of the appeal decision.

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

#### Required Information:

1. A completed SAP Appeal Form.
2. A written or typed personal statement from the student (signed and dated) outlining extenuating circumstances.
3. Documentation to support the extenuating circumstances indicated in your statement.
4. Completion of the Academic Plan developed between the student and academic advisor. Please see page 2 for additional information.
5. Submit a copy of your student loan history. You may access your records at <https://nslds.ed.gov>

### Maximum Timeframe OR Second Degree:

#### Required Information:

1. A completed SAP Appeal Form.
2. 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.
3. Your academic advisor must provide a written statement outlining the required courses and number of credits needed to complete your degree.
4. Review your student loan history and submit a copy. You may access your records at [https://www.nslds.ed.gov/nslds/nslds\\_SA/](https://www.nslds.ed.gov/nslds/nslds_SA/)

#### APPEAL DEADLINES:

**Summer 2019:** If you are seeking consideration for aid beginning SU19, the deadline to submit your appeal is **May 3, 2019**.

**Autumn 2019:** If you are seeking consideration for aid beginning AU19, the deadline to submit your appeal is **August 9, 2019**.

**Spring 2020:** If you are seeking consideration for aid beginning SP20, the deadline to submit your appeal is **January 3, 2020**.

**IMPORTANT NOTE:** The college will be closed the last two weeks of December for winter break. You may fax your appeal information to the secure Financial Aid fax number at 740.753.7085 during this time.

# Satisfactory Academic Progress (SAP) Appeal

## ACADEMIC PLAN

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Student Name \_\_\_\_\_

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Student ID #

Term for which you are applying for financial aid (circle one): Summer 2019      Autumn 2019      Spring 2020

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

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

1. Current G.P.A. \_\_\_\_\_ G.P.A. Required to meet SAP Standards \_\_\_\_\_
2. Number of credits/semesters it will take to raise G.P.A. to required level: \_\_\_\_\_/\_\_\_\_\_
3. Please list on a separate sheet (memo or email acceptable from your advisor)  
the required courses, including the name of the course, 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:**

1. Number of Credits/semesters required to graduate: \_\_\_\_\_/\_\_\_\_\_
2. Please list on a separate sheet (memo or email acceptable from your advisor)  
the required courses, to include the name of the course, for the term for which you are applying for aid.

**Student Acknowledgement:** I understand that an approval of my SAP appeal requires that I successfully complete the plan outlined above while meeting SAP standards 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. I further understand that exhaustion of federal aid limits will prevent me from receiving financial aid regardless of the decision of this appeal.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Academic Advisor Signature

\_\_\_\_\_  
Date