



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

Student's Name \_\_\_\_\_ ID Number (7 digits) \_\_\_\_\_

If a student fails to meet SAP requirements due to mitigating circumstances and loses financial aid eligibility, the student may submit a written appeal with supporting documentation. A SAP Suspension/Suspension 1 appeal will ONLY be accepted when this form is completed and submitted with the required personal statement and supporting documentation.

### SAP Suspension/Suspension 1 Appeal Personal Statement

Submit a detailed personal statement that includes the following information:

- Explain in detail why you failed to make satisfactory academic progress. Appeals are typically approved when a student experienced mitigating circumstances that kept them from being successful in their classes.
- Explain what has changed in your situation that will allow you to make satisfactory academic progress.
- Provide your anticipated graduation date.

### SAP Suspension/Suspension 1 Appeal Supporting Documentation

Supporting documentation must be submitted to support the details provided in your personal statement.

Examples include:

- For serious injury to the student and/or the student's immediate family – copies of medical records from a doctor/hospital confirming injury and time period.
- For serious extended illness of the student and/or the student's immediate family – copies of medical records from a doctor/hospital confirming illness and time period.
- Learning disability, of the student, as documented in Disability Services for Students (DSS) – copies of documentation from DSS confirming disability and time period.
- Death of the student's close relative – copy of the death certificate or funeral program.
- COVID-19 - explain in personal statement how COVID-19 impacted your ability to be successful in your courses.

### Student Certification and Signature

I certify that the information provided with this form is true and complete to the best of my knowledge. I am aware that purposely giving false or misleading information may result in fines, penalties and/or reduction or immediate repayment of financial aid I received. I understand that it may take 2-3 weeks for a decision to be made on approving or denying my SAP Suspension/Suspension 1 appeal.

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

\_\_\_\_\_  
**Date**

*Note: This form must be signed with a physical signature. Typed names and electronic signatures are not acceptable.*