

## Satisfactory Academic Progress Appeal Form

**Student Legal Name:** \_\_\_\_\_ **Student ID:** \_\_\_\_\_

**Term and Award Year** (Example: Fall 2023): \_\_\_\_\_ **Date:** \_\_\_\_\_

In the event a student fails to maintain satisfactory academic progress, and is no longer eligible for federal student aid funds, an appeal may be granted in limited circumstances on a case by case basis. This form serves as an appeal for financial aid reinstatement. Students must remain matriculated to have this appeal reviewed and to receive financial aid should this appeal be approved.

**In order to request a satisfactory academic progress appeal, please submit the following with this signed form:**

*Incomplete appeals will not be considered for approval.*

1. A typed appeal letter which:
  - a) Describes the circumstances that prevented you from meeting the required SAP standards.
  - b) Outlines how the circumstances have changed, enabling you to meet the SAP standards going forward, and the actions you will take to improve your academic performance.
2. Attach any supporting documentation of the circumstances you may have. Documentation must include the student name and student ID. Examples of supporting documentation include:
  - Doctor's note or letter from a physician
  - Legal documents
  - Police report/court documents
  - Other official documents that support the appeal

### Certification:

**I understand that I must ensure my bill is paid even if an appeal decision has not yet been made. I understand that if this appeal is granted I am required to meet the conditions that will be outlined in my SAP Academic Plan and agree to meet with a member of the Academic Advising team to develop a plan for academic success. Further, I authorize the Satisfactory Academic Progress Appeals Committee to access my academic and financial records for review of my SAP appeal. I also understand that I am not eligible for financial aid unless I receive approval of this request for reinstatement of financial aid.**

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Please sign with a black/blue pen, digital or electronic signature. If digital or electronic, be sure to send this document to [financialaid@southernct.edu](mailto:financialaid@southernct.edu) from your SCSU email address. We cannot accept typed signatures.