

## Tips on Writing a Successful Disqualified SAP Appeal

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*This is for students who want to receive federal student aid, like the Pell Grant and/or Federal Direct student loans. Students who have earned a Bachelor's degree or higher should only complete this appeal if they are interested in student loans, as that is the only type of federal student aid for which they are eligible.*

**We Strongly encourage you to APPEAL! We are here to support you in your education goals.**

Your Disqualified Satisfactory Academic Progress (SAP) Appeal explanation must include all of the following:

### **EXPLAIN WHAT HAPPENED**

- What extenuating circumstances out of your control occurred that prevented you from completing your courses?
- Why were you unable to maintain satisfactory academic progress?

### **EXPLAIN WHAT HAS CHANGED**

- What corrective measures have you taken, or will you take to achieve and maintain satisfactory academic progress?
- If this is not your first appeal, you must explain how the extenuating circumstances are unrelated to previous appeals.

### **WHAT STEPS WILL YOU TAKE TO ENSURE YOU CONTINUE TO MEET SATISFACTORY ACADEMIC PROGRESS IN THE FUTURE?**

## **Tips for writing your appeal explanation statement**

### **RECOGNIZE THE ISSUE**

Determine what has prevented you from making sufficient academic progress by taking a close look at the extenuating circumstances you faced during the term you stopped meeting SAP standards.

**NOTE: LACK OF AWARENESS OF WITHDRAWAL POLICIES, REQUIREMENTS FOR SATISFACTORY ACADEMIC PROGRESS, OR UNPREPAREDNESS FOR COLLEGE COURSEWORK, WILL NOT BE ACCEPTED AS REASONS FOR AN APPEAL.**

## PROVIDE APPROPRIATE SUPPORTING DOCUMENTATION

Students may appeal their financial aid disqualification if they were unable to maintain satisfactory academic progress due to extenuating circumstances, including, but not limited to:

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| <ul style="list-style-type: none"><li>• Death of a close relative</li><li>• Injury (Hospitalization)</li><li>• Illness (not chronic)</li><li>• Mental Health</li><li>• Disability</li><li>• Other medical circumstances of their own or of a relative</li><li>• Change economic status</li></ul> | <ul style="list-style-type: none"><li>• Domestic Abuse</li><li>• Being the victim of a crime or sexual harassment</li><li>• Change in employment status</li><li>• Loss of childcare</li><li>• Homelessness</li><li>• Divorce or separation</li></ul> |
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For more information on examples of accepted documents please refer to the [Guidance on Possible Third Party Documentation](#).

### Example of a Disqualification SAP Appeal:

1. What happened? Why were you unable to maintain a cumulative 2.0 GPA and/or complete 67% of the classes you attempted (PACE)? Please address what circumstances out of your control occurred that prevented you from meeting SAP requirements.
  - a. I was involved in a car accident on February 22, 2024. I was in the hospital for two weeks because I ended up breaking my arm. I had to attend physical therapy every day for six weeks. This impacted my ability to attend classes regularly. I was unable to complete the Spring 2024 semester.
2. How has your situation changed? Why can you now meet SAP requirements?
  - a. My arm has healed, and I feel confident that I can continue my coursework and improve my academic progress. I intend to register and repeat the coursework in the classes that I failed.
3. How will you ensure that you are successful? Please be specific and detailed.
  - a. I will meet with an academic counselor to update my comprehensive educational plan. I will also sign up for tutoring and attend office hours if I do not understand something in class.
4. What term will you complete educational goal?
  - a. I will be finishing my degree after Spring 2026 semester.

**Example of supporting documentation for the above appeal could be hospital record/doctors note, bill from hospital, police report and/or car insurance claim.**