

# Satisfactory Academic Progress Appeal

**FT\_FA\_FA\_90**

Responsible Officer  
Mandy McLain  
Responsible Office  
Financial Aid  
Approving Body  
Board of Trustees  
Approval Date  
2019-06  
Last Revision  
2019-06  
Re-evaluation Date  
2021  
Departmental Impact  
Financial Aid

## Policy Statement

The appeal must be made by letter to address the specific areas of deficiency.

## Policy Procedures

If the student did not make SAP based on completion rate, the letter should address why the student did not complete the courses and why the current circumstances will be different. Examples of supporting documentation include doctor's letter regarding medical condition, legal documents, and counselor's letter for emotional crisis. A student is responsible to monitor his/her grades throughout the semester. It is a good idea to document any instances where a student tried to get assistance to avoid a failed course, meetings with professors, tutoring sessions, and email correspondence to show ongoing issues, etc. Incomplete grades at the time of the SAP evaluation will be treated as a failed course with 0% towards GPA and no earned credits. When the incomplete has been satisfied and the professor has updated the grades with the Registrar's Office, SAP will be reevaluated. Financial aid eligibility will be restored when:

- The student agrees to an Academic Plan
- The student reaches SAP again