

**Suffolk University**

• Office of Student Financial Services • 73 Tremont Street • Boston, MA 02108  
617-573-8470 • 617-720-3579 (fax)

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## 2018 – 2019 Satisfactory Academic Progress Policy (SAP) Appeal Application

Federal guidelines require all financial aid recipients maintain Satisfactory Academic Progress (SAP) by achieving a minimum cumulative GPA and successfully completing a minimum percentage of all courses attempted. Students who fail to meet these guidelines have been automatically granted a financial aid warning semester. If SAP requirements have not been met at the conclusion of the warning semester, the student is ineligible for financial aid. Financial aid eligibility may be regained once SAP requirements are being met.

**If you feel you have extenuating circumstances which negatively impacted your ability to maintain SAP, you may submit this completed application with supporting documentation.** Examples of situations where an appeal may be considered include serious illness, hospitalization, death of a family member, etc. Examples of supporting documentation include hospital records, doctor's notes, etc.

➤ *Appeals submitted without appropriate supporting documentation will not be considered.*

**If you choose to submit an SAP appeal, you must address both why you failed to make SAP and what has changed that will now allow you to satisfy the academic progress requirements in the future.**

When reviewing SAP appeals, staff will consider both the extenuating circumstances that led to the failure to make SAP and whether the student will be able to meet SAP standards by the end of the following academic term or a specific later date by adhering to an academic plan. The Office of Student Financial Services will respond to all written appeals by mailing a letter of decision to the student's permanent address on file with Suffolk University.

If an SAP appeal is granted, the student will be placed on **financial aid probation**. Conditions may be imposed on the student's continued eligibility through an academic plan, which is developed in conjunction with the Academic Dean's Office in the appropriate school. An academic plan may include requirements such as a reduced course load or enrollment in specific courses. At the end of the first financial aid probation term, the student must either be making SAP or successfully completing the conditions of the academic plan in order to be eligible for further financial aid.

**Name:** \_\_\_\_\_ **Student ID#:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_ **Email Address:** \_\_\_\_\_

**1. Please indicate basis for appeal\*:**

- Medical reason  
 Family emergency  
 Other \_\_\_\_\_

*\*You MUST provide a full explanation with documentation on page 2 of this form or a separate sheet of paper.*

*Please continue to page 2...*

**2. Please explain your extenuating circumstances and indicate in detail why you failed to meet SAP requirements (you may attach a separate sheet of paper). Note: You must provide supporting documentation (i.e. doctor's note, etc) or your appeal will be denied.**

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**3. Please explain what circumstances have changed that will now allow you to meet SAP requirements in the future (you may attach a separate sheet of paper).**

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***REMINDER: APPEALS MUST INCLUDE SUPPORTING DOCUMENTATION.***

***Note: Your signature below indicates you understand the terms and conditions of the SAP policy and appeal process. Submitting this application does not guarantee approval.***

**The Office of Student Financial Services makes every effort to respond to appeals within 10-14 business days.**

\_\_\_\_\_  
**Student's signature**

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