

## How to Complete the SAP Appeal Request Form

These instructions are provided to assist in the completion of the SAP Appeal Request Form. Please read and follow these instructions carefully. *Incomplete appeal forms and appeals with no supporting documentation will be DENIED.* Please send questions regarding these instructions or the appeal process to [financialaid@clayton.edu](mailto:financialaid@clayton.edu) and be sure to include your Laker ID#. You may also contact us at 678-466-4185 or visit us in the lower level of the Student Center.

Students appealing because of completion ratio and/or GPA must submit the first four items listed below. Students appealing because of the maximum hour cap must submit all five items.

### **A Complete SAP Appeal**

A complete SAP appeal consists of

1. Page 1 with your personal information and signature acknowledging that you have read and understand the information provided.
2. Page 2 detailing the specific **mitigating circumstances\*** that have prevented you from maintaining satisfactory academic progress.
3. Page 3 detailing what has changed so that the circumstances listed on Page 2 will no longer be an issue.
4. **Documentation\*\*** to support the specific circumstances detailed on Page 2.

Students appealing because you have exceeded the maximum number hours allowed for your degree level must also include:

5. Graduation Summary Worksheet OR a statement from your advisor listing the specific courses needed for graduation and the expected graduation term. **A printout of your classes from the DUCK or a worksheet completed by the student is NOT sufficient.**

**\*Mitigating Circumstances:** Mitigating circumstances are defined as unanticipated and unavoidable events or situations beyond a student's control that prevented him or her from successfully completing courses or meeting the terms of a prior appeal. Examples of acceptable mitigating circumstances could include (but are not limited to):

1. Serious accident or illness of the student
2. Serious illness or death of immediate family member (Please see the SAP Policy for specifics regarding who is considered immediate family.)
3. Immediate family or financial obligations that did not exist when the semester began

**Examples of unacceptable circumstances** include (but are not limited to):

- a. The need for financial aid
- b. Withdrawal to avoid a failing grade
- c. Too many courses attempted because of major changes
- d. Repeating courses for a better grade in order to be accepted into a different major
- e. Limited number of tests/assignments
- f. Disagreement with instructor
- g. Voluntary change in work hours

**Be Specific:** Please be specific in your statement. The appeal will be determined based on what is included in this statement and is supported by the documentation submitted as well as a review of your academic history. If your circumstances cover a period of time in which you were not enrolled, they are not relevant to the appeal. Those circumstances could not prevent you from being successful if you were not enrolled. Please do not include the fact that without financial aid you will not be able to attend school. We understand that all students who apply for financial aid have a need, so please use this space to give specifics about the circumstances. Be sure to cover all periods of enrollment for which you did not earn passing grades, not just the last semester you were enrolled.

**Revoked Appeal:** If you are appealing because you failed to meet the terms of a prior appeal, ONLY circumstances during the term you were on the appeal will be considered. Anything that happened prior to the appeal will not be considered relevant.

**Max Hours:**

- a. If you have already earned a bachelor's degree and have received notification you have attempted more than the allowable hours, please DO NOT complete an appeal. Email us instead with your Laker ID# and the name of the university where you earned your degree. A bachelor's degree from a foreign school is still considered for financial aid purposes. We may be able to extend your maximum hour limit after verifying the degree.
- b. If you have not already earned a degree but have reached the maximum hour limit, and have circumstances other than those listed above as unacceptable, please be sure to address the terms when you failed or withdrew. If you had passing grades for the terms in your appeal, it will be difficult to explain why that prevented you from completing your degree.

**\*\*Documentation:** As stated above, documentation to support the circumstances detailed on Page 2 of the appeal are essential. No appeal will be approved without supporting documentation. Never submit original documents with your appeal; always submit copies. Originals will not be returned.

The form of documentation you submit will depend on your unique circumstances; there is no specific list of acceptable documentation. We can provide examples of what might be considered acceptable documentation for the circumstances below. These examples are not all inclusive and are not meant to be interpreted as an automatic basis for approval of any appeal.

**Examples:**

- a. A student hospitalized who missed two weeks of class causing him to fall behind and fail might provide a copy of the hospital papers indicating the date admitted and the date discharged. He might also include any doctor's instructions that required bed rest or follow up visits that interfered with class.
- b. A student who experienced a death in the immediate family might submit a copy of the obituary indicating the date/place of funeral AND the relationship of the student to the deceased.
- c. A student who lost a job, after the semester began, and was forced to withdraw because of financial reasons might provide a copy of the termination/layoff notice. The student may also want to include a notarized statement from a third party verifying why this prevented the student from completing the semester.

# Financial Aid Satisfactory Academic Progress (SAP) Appeal Request Form

Effective Fall 2011

Please be sure to read the "How to Complete the SAP Appeal Request Form" carefully. - Appeals will be reviewed as quickly as possible, but no later than ten business days after being submitted. Appeals submitted later than two full business days prior to fee payment deadline may not be reviewed before fees are due, and students should be prepared to pay out of pocket in order to prevent being dropped for nonpayment.

Please read "How to Complete the SAP Appeal Request Form" carefully. **Incomplete appeal forms and appeals with insufficient documentation will be DENIED.**

PLEASE PRINT ALL INFORMATION:

Name: \_\_\_\_\_ Laker ID# \_\_\_\_\_

Phone (home): \_\_\_\_\_ (cell): \_\_\_\_\_

You will be notified by email sent to your CSU account when your appeal has been reviewed and a final decision made. This information will also be immediately available on the DUCK Message Portal.

**Approval:** If your appeal is approved, you will be contacted within three business days to schedule an appointment to finalize the conditions of your appeal. You will be required to sign a SAP Appeal Agreement indicating you understand the criteria you must meet each semester in order to keep your appeal.

**Denial:** If your appeal is denied, you will not be eligible to receive any federal or state financial aid (including Pell, Stafford Loans, HOPE, etc.) until you are again meeting the requirements outlined in the SAP policy. One alternative funding source may be a private student loan with a lender who does not require SAP. The Financial Aid Office does not indorse any particular lender, and we caution you to research your options carefully as private loans are very different from federal loans. Private loans will require a credit check and possibly a co-signer.

**By signing this appeal form, I acknowledge that:**

1. I have read the CSU Financial Aid Satisfactory Academic Progress Policy.
2. If this appeal is NOT approved, I am responsible for all charges.
3. If this appeal IS approved, I will be required to meet the SAP standards after my next term of enrollment OR be placed on a financial aid academic plan, whichever is required in the appeal approval letter, in order to maintain eligibility for financial aid.
4. If I fail to meet the requirements specified in the appeal approval letter at any time, the appeal will be rescinded, and I will immediately lose eligibility for financial aid until I am again meeting SAP standards.
5. Clayton State University is committed to ensuring that each member of the community has the opportunity to fully participate in the process of education and development. In order to remain compliant with the University's obligation under Title IX, Sexual Misconduct, Sexual Assault and Intimate Partner Violence, the Office of Financial Aid is mandated to report all disclosures and reports of incidents that may potentially violate this obligation to the Office of Institutional Equity in the Department of Human Resources. For more information please follow this link: <http://www.clayton.edu/human-resources/Institutional-Equity> .

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# Financial Aid Satisfactory Academic Progress (SAP) Appeal Request Form

Effective Fall 2011

Please provide a typed statement that includes information requested in both A. and B. below. Be sure to include your Laker ID # on all pages. The statement must be submitted with this form and supporting documentation in order for the SAP Appeal to be complete.

- A. Mitigating Circumstances:** Please provide a detailed statement explaining the mitigating circumstances that prevented you from maintaining satisfactory academic progress and attach supporting documentation. Please be specific but brief, and provide only the information pertaining to your mitigating circumstances in this section. The need for financial aid is not considered a mitigating circumstance.
- B. Changes in Circumstances:** Please provide a detailed statement explaining how these circumstances have changed that will now allow you to make SAP after one semester or to successfully follow an academic plan if the appeal is approved. Please be specific but brief.