

Satisfactory Academic Progress (SAP) Appeal Form

We understand that unexpected events can impact a student's studies. For students who lost financial aid eligibility due to not meeting the Satisfactory Academic Progress requirements, including maximum credits hours attempted, an appeal may be submitted if the cause was due to an extenuating circumstance. Such matters include, but are not limited to: serious injury or illness, hospitalization, death of a relative, or other undue hardship. All appeals are reviewed by a committee and responded to within 14 days of receipt, in writing. Decisions rendered by the committee are final and cannot be appealed. If approved, your financial aid will be reinstated on the condition that certain academic requirements be met to maintain eligibility. If denied, you will remain ineligible for financial aid and will be responsible for any charges associated with your enrollment. Only one appeal may be submitted per semester/term.

The SAP Policy is located at <https://ctstate.edu/financial-aid-guide/rights-responsibilities>.

Student Information

Last Name: _____ First Name: _____
Street Address: _____
City: _____ State: _____ Zip Code: _____
Date of Birth: _____ Banner ID: @ _____
Phone Number: _____ Campus: _____
College Email: _____
Semester of Appeal: _____

Instructions

To appeal for consideration of financial aid reinstatement, all appropriate and required documentation must be submitted to the Financial Aid Office. If an appeal is found to be incomplete, you will be notified in writing. Incomplete appeal submissions will delay processing.

1. Complete this Satisfactory Academic Progress Appeal form.
2. Using the space provided on the following page to type your responses (add additional pages, if needed):
 - a. Describe the circumstance that impacted your ability to meet SAP requirements or complete your degree within the maximum credit hour limit under the policy.
 - b. Explain how the situation has changed, or how you will address the circumstances described to make sure you are academically successful and maintain satisfactory academic progress.
3. Provide documentation to support the circumstance(s) described in your statement. Original copies of notarized forms must be provided. Examples of acceptable documentation are:

- Letter from doctor, therapist or counselor	- Letter from transitional housing program
- Hospitalization records	- Police reports
- Records of doctors visits	- Court documents
- Death Certificate/Obituary	- Written statement from clergy, relative or other third party who is aware of the situation (must be notarized)
- Eviction notice	
4. Meet with your Guided Pathways Advisor to develop an Academic Success Plan. Also obtain your Degree Evaluation from your Advisor.
5. Submit your appeal form, Academic Success Plan, Degree Evaluation, and any supporting documentation to your Financial Aid Office using the instructions at the end of this document.

Statement

Please describe the circumstances that impacted your ability to meet satisfactory academic progress requirements.

Explain how your situation has changed, or how you will address the circumstances described to make sure you are academically successful and maintain satisfactory academic progress into the future.

Academic Success Plan

All students submitting an appeal are required to complete an Academic Success Plan. We understand that it may not be possible for you to meet satisfactory progress after one semester. However, if you have met the terms of your Academic Success Plan, the Financial Aid Office will continue your appeal only if you have successfully earned the number of courses/credits with a defined cumulative GPA for the semester of your plan (example: six earned credits with a cumulative GPA of 2.00). Note that Academic Success Plans may be for only one semester in length, and you may be required to complete a new plan each semester with your Guided Pathways Advisor.

While not required for the purposes of this SAP Appeal, your Academic Success Plan may contain items such as tutoring, meeting with faculty in office hours, or meeting regularly with your Guided Pathways Advisor. The Financial Aid Office strongly recommends you take advantage of these resources to assist in your academic success at CT State.

Attestation

By signing below, I certify that all information provided and reported on this form is complete and accurate. I further agree to submit any other requested documentation to substantiate this request. I understand that if I purposely give false or misleading information and/or fraudulently sign this form, I may be fined, sentence to jail or both.

Student Signature:

Date:

Submission Instructions

Please submit all items listed in Instruction #5 to the Financial Aid Office using the Student Document Upload, located on the Financial Aid card in your [myCTState](#) portal. You will need your Net ID and password to sign in. Documentation may also be mailed or dropped off to your home campus Financial Aid Office.

Deadline: SAP Appeals must be submitted by the enrollment census date each semester (the 21st day after the first day of class).

Submission of this appeal does not guarantee reinstatement of your financial aid.