

Satisfactory Academic Progress (SAP) Appeal Form

Student Name <input style="width: 90%; border: 1px solid black;" type="text"/>	SSU I.D. <input style="width: 90%; border: 1px solid black;" type="text"/>
Academic Advisor Name <input style="width: 90%; border: 1px solid black;" type="text"/>	Major <input style="width: 90%; border: 1px solid black;" type="text"/>

Federal Regulations require that the Financial Aid Office at Sonoma State University establish, publish and apply standards of SAP for Financial Aid eligibility. Students are evaluated for SAP at the end of each academic semester. **This policy pertains to Institutional, Federal, and/or State Financial Aid and is separate from the Academic Policies established by SSU.** You can find more information on our Satisfactory Academic Progress policy on our website in the Help Book. Some private, gift and/or other scholarships/grants may fall outside of the scope of the SAP Policy.

You have been placed on Financial Aid Disqualification. You have a right to appeal this status by submitting the following items:

- Signed SAP Appeal Form.
- A detailed letter explaining your extenuating circumstance(s) that caused you to not meet SAP and your action plan on how you will be successful in future semesters. *Make sure you reference every semester you didn't make SAP and not just the last semester.*
- Supporting documentation of your extenuating circumstance(s).
- Meet with your Academic Advisor and have them sign off on a written plan that will enable you to be successful in future semesters (i.e. tutoring, class schedules, meeting with advisor).
- Appeals submitted after the 8th week of the semester require progress reports from each instructor.

Financial Aid Disqualification Due to Low GPA or Insufficient Progress (PACE)

Check the box that applies:

- Extenuating Medical Circumstances** – Attach a detailed letter of explanation and a signed statement from your health care professional that you are able to return to SSU.
- Extenuating Personal Circumstances** - Attach a detailed letter of explanation and supporting documentation.
- Difficulty in completing courses** – Attach a detailed letter of explanation.
- Death in the immediate family** – Please attach a photocopy of the death certificate or copy of obituary with a letter of explanation.

Financial Aid Disqualification Due to Maximum Time Frame/Excessive Units

Check the box that applies and complete page two of this appeal:

- I am an undergraduate and some of my transfer credits do not count toward my degree.
- I am a graduate student and my course of study has been prolonged. Attach a detailed letter of explanation.
- Other academic situation(s). Attach a letter of explanation.

You will be notified via email once the Satisfactory Academic Progress Committee has met and rendered a decision on your appeal. This process will take 10-15 working days after you have submitted a complete appeal. You are ineligible for any Federal or State aid until your appeal has been approved.

Sign This Statement

Student Signature

Date

Academic Advisor Name (please print)

Academic Advisor Department

Academic Advisor Signature

Date

