

## Satisfactory Academic Progress (SAP) Appeal Form for Title IV Financial Aid Recipients

<b>Name:</b>	<b>Tel #:</b>
<b>Student ID#:</b>	<b>Email:</b>
<b>Campus:</b>	<b>Year:</b>

This form is to be completed by students who wish to appeal their loss of eligibility for Federal Title IV financial aid funds due to their failure to meet the University’s Satisfactory Academic Progress standards. Appeals may be granted by the University if extenuating circumstances were factors. Such circumstances include the death of a relative, injury or illness to the student, or other special circumstances that were beyond the student’s control.

**Instructions**

Please complete each section of this form and return a **copy** to the Enrollment Services office with approval from your academic dean or advisor. The original forms and documentation should remain with your academic department. Failure to do so will result in a delay in the decision of your appeal. Students who receive an approved appeal will be placed on probation and receive Federal financial assistance for one semester. To continue to receive Federal aid after your probation period, you must either be making satisfactory academic progress at the end of your probationary semester or successfully following the academic plan developed for you by your academic advisor or department. Students who do not wish to appeal, or who have their appeal denied, will regain eligibility for Federal financial aid upon meeting the University’s published Satisfactory Academic Progress (SAP) requirements. To be considered for an appeal, the following must be included:

- **Reason for Appeal.** Please check one or more of the mitigating circumstances below that best suits your appeal.
- **Statement of Extenuating Circumstances.** Please provide a detailed statement that explains the circumstances that caused you to fall below the minimum academic requirements for Federal financial aid. This statement must include when the circumstance occurred and the changes that have occurred which will allow you to make satisfactory academic progress in the future. To support your appeal, you may attach third party documentation such as a note from a physician, counselor, or social worker; death certificate; divorce decree, etc.

**Reason for Appeal**

Please indicate which extenuating circumstance best applies to the rationale for submitting an appeal:

- Medical:** If a medical problem contributed to the failure to maintain satisfactory academic progress, please attach documentation from a medical professional from whom you have received treatment to support your claim.
- Death/Illness of Relative:** If the death or illness of an immediate family member (e.g., parent, spouse, sibling, child) contributed to the lack of academic progress, please attach a death certificate, medical records, etc. to support your claim.
- Accident:** If you were involved in an accident please attach police reports supporting your claim.
- Divorce/Separation:** If you, or your parents, experienced a change in marital status, please attach legal documentation supporting your claim.
- Change of Major:** If a change of major has contributed to the lack of academic progress, please attach a copy of the change of major form(s) that were submitted to the Registrar.

- Other Extenuating Circumstances:** Please provide in your statement a detailed explanation of mitigating circumstances that affected your academic progress along with documentation supporting your claim.

**Statement of Extenuating Circumstances**

Please provide in the following section 1) a detailed explanation of the circumstances that may have adversely affected your ability to meet your academic requirements, and 2) the changes that have occurred which will allow you to make satisfactory academic progress in the future. Please attach additional pages if required.

**Student Certification**

I certify that all information and documentation I have submitted pertaining to this appeal is true and valid. I have read the Satisfactory Academic Progress requirements of Long Island University and understand the steps I must undertake to receive Federal financial aid for future terms.

Student Signature	Date
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*For Administrative Use Only*

**Decision of Appeal**

I have reviewed the information included above and recommend that the following action take place:

- Approved** – I recommend that this student be placed on Federal Title IV SAP probation as follows:
- Term Probation** – I recommend an extension of Federal financial aid for one term.
  - Plan Probation** – The student has been counseled and placed on an academic plan for the following terms:
 

Term _____	Required Credits Earned _____	Minimum GPA Required _____
Term _____	Required Credits Earned _____	Minimum GPA Required _____
Term _____	Required Credits Earned _____	Minimum GPA Required _____
Term _____	Required Credits Earned _____	Minimum GPA Required _____
Term _____	Required Credits Earned _____	Minimum GPA Required _____
Term _____	Required Credits Earned _____	Minimum GPA Required _____
  - Denied.** I do not recommend that Federal Title IV financial aid be provided to this student until s/he meets the University’s Title IV Satisfactory Academic Progress standards.

Name of Academic Dean or Advisor	Title
Signature	Date