



2013-2014 Satisfactory Academic Progress (SAP) Appeal

You **MUST** list your current major:_____ and goal: ☐ AA /AS Degree ☐ Certificate ☐ Transfer

Date _____

1. Please state the reasons why you failed to meet the SAP standard(s) listed in Step 1.

2. What circumstances have changed that will allow you to meet the SAP standards before the next evaluation?

[illegible]

*Special Note: If you are unable to respond to both questions #1 & #2, please email me at amandak@cs.cmu.edu.

STEP 3: Attach Supporting Documentation

- SAP Appeals for Excessive Units **must** include: A completed Student Educational Plan which lists **ALL current** and remaining courses required to complete your degree or certificate and the expected completion date.
- For **ALL** appeals, extenuating circumstances **must** be supported by **official documents** which further substantiate your explanation for not meeting SAP standards (i.e., letter from your doctor, copy of birth or death certificate, notice of military service, proof of incarceration, police reports, acceptance letters, etc)

Student Statements of Understanding

I have read and understand the **Satisfactory Academic Progress Policy** which is available on the Financial Aid website at: www.valleycollege.edu/financial_aid. If approved, I agree to the terms of my probation

to correct my deficiencies and to maintain SAP standards each semester. I understand that the SAP Appeal review process may take a minimum of 4-6 weeks (or longer) and I will be notified by mail of the results.

I understand that no further revisions, or changes to my SEP, major or educational goals will be approved.

I acknowledge that SAP Appeals for 2013-2014 Academic Year must be submitted and received in the Financial Aid office by **5/22/14** and that incomplete packets will not be considered. **I also understand that the Financial Aid Appeals committee will consider my appeal and the committee decisions are final.**

Student's Name (Please PRINT)

Student's Signature

Date