

Financial Aid Eligibility Appeal Checklist Satisfactory Academic Progress (SAP)

Federal student financial assistance regulations require Sterling College, as an institution offering federal student financial assistance, to measure Satisfactory Academic Progress (SAP) of each attending student on a regular basis. SAP, as assessed by Sterling College's Financial Aid Office is separate and distinct from a student's academic standing as determined by his/her college or academic unit at Sterling College. SAP is a method of measuring a student's progress toward program completion. To be eligible for federal aid, a student must maintain satisfactory academic progress. SAP is measured through the use of qualitative and quantitative tests. Qualitative tests reference a student's grades (e.g. cumulative GPA) and quantitative tests reference how much time has elapsed since the student began his/her program of study (i.e. length/duration).

Students who have been placed on exclusion status may file an appeal with Sterling College's Financial Aid Office. The appeal must include:

- contact information for the student,
- a statement from the student detailing the cause(s) for his/her failure to meet the SAP standards as well as his/her plans for future academic improvement, and
- a statement from the student's academic advisor and/or representative from his/her academic department/college corroborating the student's academic improvement plans

Upon receipt of the completed appeal, a financial aid staff member will review the information provided to determine if the student has encountered mitigating circumstances that warrant the continuation of federal student eligibility even though the student is not currently meeting the established SAP standards.

An appeal may be approved or denied. SAP appeal determinations are final and may not be contested.

Student Contact Information

Name: _____ Student ID _____

Address: _____

Email: _____ Phone: _____

Student Statement: _____ Attached

Additional Supporting Documents: _____ Attached

Academic Completion Plan: _____ Attached

Transcripts: _____ Attached

Signed by: _____ Date: _____

OFFICE USE ONLY

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|--------------------------------------|-------|-------------------|
| 1. Letter of Explanation for Appeal: | _____ | Received/Reviewed |
| 2. Supporting Documentation: | _____ | Received/Reviewed |
| 3. Copy of Transcripts: | _____ | Received/Reviewed |
| 4. Academic Completion Plan: | _____ | Received/Reviewed |

Reason for Appeal: _____ Credit Hours _____ CGPA

Circumstance:

Additional Requirements for Academic Completion Plan:

Appeal Decision: _____ Approved _____ Denied
(Date) (Date)

Student Notification: _____ Method: _____
(Date) (Email or USPS)

Reviewed by: _____ Date Reviewed: _____
(Name and Title (print))

(Signature)