

Satisfactory Academic Progress (SAP) Appeal Form

Student Name: _____

Student SSN: _____

Advisor: _____

1st Appeal 2nd Appeal 3rd Appeal Other _____

Check the reason you are requesting an appeal.

- Did not meet the GPA requirement.
- Did not meet the Hours of Completion requirement.
- I have corrected my deficiency and I am requesting a reevaluation of my SAP.

Check the following resources if you have used them at Cox College. (Mark all that apply.)

- Counseling Center
- Writing Center
- Tutoring
- Workshops
- Group or one-on-one study sessions
- Critical thinking sessions
- Study Strategy handouts
- Computers with specialized software

Please attach the following required documentation:

1. Typed written explanation of why you are asking the Financial Aid Appeal Committee to make an exception to the Satisfactory Academic Progress Policy. Include any unusual or mitigating circumstances which contributed to your academic deficiencies.
2. Explain what changes have occurred that will enable you to meet the SAP requirements in the future if your appeal is approved.
3. Other documentation (Ex. Medical records, death certificates or obituaries, letters from third party, etc.)

I understand that the Financial Aid Office will not accept any SAP Appeal that is incomplete or lacks documentation. I am; therefore, submitting my complete SAP Appeal. I understand that the Financial Aid Office will only review a completed SAP Appeal. Once a decision has been made, the Financial Aid Office will notify me of the outcome of the Appeal.

Student Signature

Date

For Financial Aid Office Use Only

Action Taken: *Approved* *Denied*