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Satisfactory Academic Progress (SAP) Appeal Request Form

Complete this form if your financial aid has been suspended and you wish to appeal this decision due to serious extenuating circumstances. Carefully read and follow the instructions below, attaching all required documentation.

Step I – Provide Your Information:

Name: _____ York Tech ID#: _____

Complete address: _____

Phone number: _____ Email address: _____

Major/ Program of study: _____ Expected graduation term: _____

Your academic advisor: _____

Semester for which you are appealing for financial aid: _____

Step 2 - Please indicate the reason(s) your financial aid has been suspended – check all that apply to you:

- My GPA is unsatisfactory.
- My “Completion Rate” is too low (I have not satisfactorily completed enough courses that I’ve started).
- I have “Exceeded the Maximum Hours” allowed by federal financial aid guidelines to complete my program of study.

Note: If your reason for FA suspension is only for **Exceeding Maximum Hours, and you only need a few courses to finish your program of study, you may submit an appeal without documentation of extenuating circumstances. Simply attach your **Program Evaluation** (instructions under Step 4) and sign the appeal. You do not have to complete the remainder of Steps 3 or 4.*

Step 3 - Submit a Typed, Detailed Letter of Appeal:

This letter should include and describe the following points:

1. **Extenuating circumstances.** These would be the significant personal events that prevented you from meeting the SAP standards. Examples of extenuating circumstances include, but are not limited to:
 - o Extended hospitalization or medical condition
 - o Unexpected death or major hospitalization of an immediate family memberWork conflicts, lack of childcare or lack of transportation to school are NOT considered extenuating circumstances. Change of program is also not considered an extenuating circumstance.

(Continued on the back)

2. **Improvement Plan of Action.** In this section, detail how you have resolved or plan to resolve the circumstances that prevented you from meeting the SAP standards, how they will not cause problems in the future, and the steps you plan to take to improve your academic performance.

Some examples of ways to improve your academic status:

- improving class attendance
- reducing credit hours attempted and/or work hours
- seeking advice/assistance from instructors, counselors, and/or free tutoring services
- visiting Career Services to re-evaluate my career goals

Describe your personal plan for improvement.

3. **Sign and date** your letter of appeal. Make sure you include your York Tech ID number.

Step 4 – Attach Required Documentation:

1. **Supporting documents.** Attach any and all doctor’s statements, medical bills, death certificate, obituary, police reports, etc. The dates should match the semesters in which your academic performance suffered.
2. **Program Evaluation.** This is your academic checksheet that displays the courses required to graduate from your program. It shows the courses you have completed and those remaining. You can access this document from WebAdvisor. Print it out and attach it to this form.
www.yorktech.edu ► WebAdvisor ► Students - Log In ► Under *Academic Profile*, click on “Program Evaluation.”
3. **MAP (My Academic Plan) Form.** This form, completed in consultation with your academic advisor, outlines your term-by-term course plan for graduation. If you have not yet reviewed and completed this document with your advisor, please access it online (see instructions below), print it, and contact your advisor to guide you in “mapping” your academic plan. Attach the completed form to this appeal.
www.yorktech.edu/advising/advising_info.php ► Scroll down and click on “Map – My Academic Plan.”

All items detailed above are **required** for the appeal to be reviewed by the Financial Aid SAP Appeals Committee. An incomplete appeal request will not be reviewed.

Please note:

- This appeal is an option, but approval is not guaranteed.
- All appeal decisions are final. You will be notified when your appeal decision has been made.
- If this appeal is submitted close to the start date of the term, there may not be ample time to make a decision before payment is due. Therefore, you should be prepared to make alternate arrangements for payment of your tuition/fees and book/supplies in the event this appeal is denied or cannot be reviewed prior to the beginning of the term.

If you have any questions, counselors are available to talk with you about your financial aid status in the Financial Aid Office, Student Services Building. No appointment is necessary.

The SAP policy is available in the Financial Aid Office and published in the college catalog. An electronic version of the catalog can be accessed at **www.yorktech.edu/catalogs.php**.

Student Signature: _____ **Date:** _____

Click [HERE](#) to submit completed form by email (FAVerify@yorktech.edu) to Financial Aid at York Technical College.