

# **Satisfactory Academic Progress (SAP) Appeal Form**

**2013-2014 Award Year**  
Effective Summer 2013  
Financial Aid Office

***The U.S Department of Education requires, as a condition of receiving federal financial aid, that a student be making satisfactory academic progress toward completing their educational goal.***

***Students who have not met satisfactory academic progress standards, have been disqualified, and wish to appeal their status, may do so by completing and submitting a SAP Appeal Form and supporting documents (if required). Please read the following instructions.***

## **INSTRUCTIONS**

1. The SAP Appeal Form and three essays must be completed by typing the fillable PDF document found in the forms section of the COS financial aid website at [www.cos.edu/financialaid](http://www.cos.edu/financialaid). Handwritten appeals and essays will not be accepted.
2. The SAP Appeal Form must be submitted with a counselor-approved Student Educational Plan (SEP) that includes a [financial aid eligible major](#). You can now print a copy of your Student Education Plan (SEP) from [Banner Web](#):
  - Log onto [Banner Web](#).
  - Select the “Student and Financial Aid” tab.
  - Select “Student Records”.
  - Select “Student Educational Plan” that is listed at the bottom.
3. The student must be enrolled in program-required courses for the term of appeal.
4. Transcripts from all regionally accredited colleges or universities attended must be submitted to COS.
5. The student must submit a completed SAP Appeal Form and all supporting documentation to the Financial Aid Office by the established deadline. All incomplete or late SAP Appeal Forms will not be accepted.

Fall Semester = October 31<sup>st</sup>

Spring Semester = March 31<sup>st</sup>

Summer Semester = Inquire directly with the Financial Aid Office

6. The SAP appeal decision will be sent to the student via the college district issued e-mail account ([giantmail.cos.edu](mailto:giantmail.cos.edu)) approximately 4 to 6 weeks after submission or prior term grades are officially posted, whichever is later.
7. For additional information, see the [Satisfactory Academic Progress \(SAP\) Policy](#).
8. **ALL SAP APPEAL DECISIONS ARE FINAL.**



**FINANCIAL AID OFFICE USE ONLY:**  
Accepted by: \_\_\_\_\_ DATE: \_\_\_\_\_  
Rejected by: \_\_\_\_\_  
Number/Sides of Pages in Hand: \_\_\_\_\_  
# of Pages Scanned and Showing in Computer: \_\_\_\_\_

## Satisfactory Academic Progress (SAP) Appeal Form

The SAP Appeal Form and three required essays must be completed by typing the fillable PDF document. Handwritten appeals and essays will not be accepted.

### TERM OF SAP APPEAL

I am submitting the SAP Appeal Form for the following semester. My counselor approved Student Educational Plan (SEP) is attached. Check only one box.

- Summer Semester 2013  Fall Semester 2013  Spring Semester 2014  Summer Semester 2014

### GENERAL INFORMATION

First name: \_\_\_\_\_ Last Name: \_\_\_\_\_ MI: \_\_\_\_\_

Banner ID Number: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

### ACADEMIC GOAL(S)

What is your educational goal? Check all that apply. If you check a box, you must write in the name of the certificate, associate degree and/or transfer major and school. This should match your Student Educational Plan.

**Certificate Title:** \_\_\_\_\_

**Associate of Arts/Science Degree Major:** \_\_\_\_\_

**Transfer Major:** \_\_\_\_\_ **Transfer School:** \_\_\_\_\_

**DISQUALIFICATION STATUS** – Check only one box. View your financial aid academic progress status, grade point average (GPA), and completion pace on Banner Web.

- PROBATION**– I appealed in my most recent prior term and I have met the conditions as stated on my approved appeal. No documentation required.
- (DEGGD OR MAXGD)** I have earned an associate/bachelor degree **OR** exceeded 150% maximum attempted unit timeframe allowed for the completion of an educational program. I have a cumulative 2.0 or greater grade point average (GPA) **and** a cumulative 67% pace of unit completion. No documentation required.
- (DEGBD OR MAXBD)** I have earned an associate/bachelor degree **OR** exceeded 150% maximum attempted unit timeframe allowed for the completion of an educational program. Documentation is required if you **do not** have a cumulative 2.0 or greater grade point average (GPA) **and/or** a 67% pace of unit completion. You must have at least one of the allowable appeal circumstances listed below. **The documentation submitted must support**

**why satisfactory academic progress was not made.** The SAP Appeal Form will be considered incomplete without proper documentation and will not be accepted.

- (DISQ) I have less than a cumulative 2.0 grade point average (GPA) AND/OR less than a cumulative 67% pace of unit completion.** Documentation is required if you do not have a cumulative 2.0 or greater grade point average (GPA) **and/or** a cumulative 67% pace of unit completion. You must have at least one of the allowable appeal circumstances listed below. **The documentation submitted must support why satisfactory academic progress was not made.** The SAP Appeal Form will be considered incomplete without proper documentation and will not be accepted.

**ALLOWABLE APPEAL CIRCUMSTANCES – Check only one box.**

- You have exceeded the 150% maximum attempted unit timeframe to complete your educational program, but need additional time. No documentation required.
- Illness or accident of the student** – Submit letter from treating physician on professional letterhead stating the nature and dates of the illness that affected academic performance and when you are cleared to return to school. In the case of an accident, submit hospital report showing date of accident, orders for school absence, and release date.
- Death of immediate family member (spouse, registered domestic partner, child, parent, or sibling)** – Submit Death certificate, obituary notice, or funeral program.
- U.S. Military Service** – Submit copy of military orders.
- Academic Pace Plan Request** – 1) You have a cumulative pace of unit completion from 60% to 66%, 2) You have a cumulative grade point average (GPA) of 2.0 or greater, and 3) You have completed a qualifying term where six (6) or more units were attempted and all units attempted were passed with a grade of “C” or better (no W’s). If any units were attempted after the qualifying term, they were also passed with a grade of “C” or better. No documentation required.

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**REQUIRED ESSAYS – ALL STUDENTS MUST COMPLETE ALL THREE (3) ESSAYS.**

All of the following questions must be answered in order for the SAP Appeal Form to be considered complete for submission. Only typed essays will be considered. Incomplete SAP Appeal Forms will not be accepted.

1. Explain why you were unable to meet the [Satisfactory Academic Progress Policy Standards](#). For example:

**Why have you not earned a cumulative 2.0 or greater grade point average (GPA)? AND/OR**  
**Why have you not completed at least 67% of your total attempted units? AND/OR**  
**Why are you attending COS if you have already earned a degree? AND/OR**  
**Why have you not completed your current goal in a timely manner (exceeded a 150% maximum attempted unit time frame)? (150 word limit)**

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2. **Explain how circumstances have changed that make you feel you can now meet Satisfactory Academic Progress and complete your educational goals. (150 word limit)**

3. **Explain specifically what steps you will take to complete your educational goal. (150 word limit)**

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**CERTIFICATION**

By signing below, I certify that the information provided is accurate and complete to the best of my knowledge. I have read the instructions on the SAP Appeal Form and have attached all required documentation. **I understand that submitting a SAP Appeal Form does not guarantee approval and that all appeal decisions are FINAL.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_