



Satisfactory Academic Progress (SAP) Appeal Form

Student Name: Type Name Here

Student ID #:Type ID here

We understand that unexpected events can impact a student’s studies. For students who lost financial aid eligibility due to not meeting the Satisfactory Academic Progress requirements have the right to appeal. Appeals will only be reviewed if they are complete. Complete appeals contain the following: this appeal form, typed statement, and supporting documentation. All information contained in this appeal is confidential. Only the SAP Committee and Financial Aid Staff will have access to this information

SECTION 1: DEAD LINES

Appeals must be reviewed before the end of the semester for which they are submitted. Financial Aid will not be reinstated retroactively for a prior semester. Please select which semester you’re requesting the reinstatement of your financial aid (ONLY SELECT ONE SEMESTER)?

- FALL 2026: October 16, 2026
- Spring 2027: March 19, 2027
- SUMMER 2027: July 16, 2027

SECTION 2: REASON FOR APPEAL

Appeals must be based on extenuating circumstances (out of your control) as detailed below. These circumstances must have directly impacted your academic performance. Indicate the reason(s) for appeal below.

- Personal illness or injury: Explain the nature of your illness or injury (including dates) in your appeal letter.
- Death of an immediate family member: State the relationship of the deceased to you in your appeal letter.
- Illness or injury of Immediate family member: State the relationship of the ill/injured person to you and explain the nature of the immediate family member illness or injury (including dates) in your appeal letter.
- Personal Crisis: Explain the nature of situation (including dates) in your appeal letter.

NOTICE: Lack of awareness of withdrawal policies and/or requirements for SAP, lack of preparation for college coursework, employer related issues/work schedule concerns are not acceptable reasons for an appeal

SECTION 3: REQUIRED SUPPORTING DOCUMENTATION

A one-page explanation of what happened and what has changed AND supporting documentation of your situation. The explanation must include: ▪ What happened and why the event(s) caused you to be unable to maintain satisfactory progress ▪ What has changed and what steps you have taken or will take to achieve and maintain satisfactory academic progress.

Provide documentation to support the circumstance(s) described in your statement. Examples of acceptable documentation are:

- ✓ A copy of an obituary or death certificate (please specify your relationship to the deceased).
- ✓ A signed and dated statement on letterhead from a physician explaining the nature and dates of a temporary illness and/or injury.
- ✓ Third-party documentation (e.g. a physician’s statement, police report, or documentation from other third-party professional) describing circumstances that required the student to temporarily provide care or support to another individual.
- ✓ A detailed explanation regarding the specific circumstances of a medical, psychiatric, or physical condition, to include resolution and/or treatment/management plan.

- ✓ Supporting documents from a third party (physician, social worker, mental health professional, police, etc.) must be attached to document the original circumstance, as well as confirming that the issue does not remain an ongoing hinderance to educational success.
- ✓ An attorney's letter (on law firm letterhead), petition for separation, or copy of divorce decree.
- ✓ A copy of an eviction notice or letter from a transitional-housing program or any other entity related to eviction and/or housing insecurity.

** Note that documentation does not need to include the details of your diagnosis or treatment plan but should indicate that there was a significant impact on your ability to function as a student.*

NOTICE: screen shots, text messages, letters from family, Funeral/Wake cards, and pictures of prescription medication are not acceptable documents.

SECTION 4: ACKNOWLEDGEMENT

Student Certification

READ AND CHECK EACH TO INDICATE YOU UNDERSTAND

By signing this document, I certify all information and documentation submitted pertaining to this appeal is true and accurate. I understand and agree to the following statements:

Submitting this appeal does not guarantee financial aid eligibility. While I wait for my appeal decision, I am responsible for paying my balance at the Office of Student Accounts, regardless of financial aid or this appeal form. The Financial Aid Office will not protect my courses from being dropped.

If my appeal is APPROVED, financial aid will only apply to eligible coursework in which I have actively attended/participated since the official course start date. My appeal may take 2-3 weeks to review and may not be reviewed before my classes begin.

If my appeal is DENIED, I will be responsible for all charges incurred (tuition, books, meal plans, etc.). If I do not wish to be responsible for charges, I must formally drop course(s) prior to their start date, in accordance with the college's add/drop policy.

I have read Stevenson University's Satisfactory Academic Progress (SAP) policy, and it is my responsibility to stay informed and monitor my own SAP status.

Incomplete forms and forms submitted without documentation will not be reviewed and automatically denied.

I understand the decision of the Appeal Committee is FINAL and all correspondence will be sent to my Stevenson University email.

I understand that only appeals submitted before the deadlines posted on this form/our website are guaranteed to be reviewed. Late appeals MAY be reviewed (at the discretion of the Financial Aid Office), but are not guaranteed.

NOTICE: Please be aware that, according to Maryland Family Law 5-701, educators are required to report current and past child abuse and neglect even when the former victim is now an adult and even when the former alleged abuser is deceased. If you disclose current or past abuse/neglect in any submitted paperwork or to any financial aid staff personally, we are required by law to report it.

Student Signature: _____ Date: _____