

**Satisfactory Academic Progress Appeal Form**

Name: \_\_\_\_\_ Student ID#: \_\_\_\_\_ Date: \_\_\_\_\_

**Right to Appeal**

You have the right to appeal a decision of ineligibility for Federal and/or University financial assistance based on not meeting satisfactory academic progress. You may appeal aid ineligibility if there were circumstances beyond your control that prevented you from making satisfactory progress toward your degree. Such circumstances may include personal injury or illness, the death of a relative, or other special circumstances. Your appeal must explain why you failed to make satisfactory academic progress and what has changed in your situation to enable you to make satisfactory progress at the next evaluation.

**Steps to File an Appeal:**

1. Complete this Satisfactory Academic Progress (SAP) Appeal form
2. Attach, at minimum, a one-page detailed personal statement (signed) explaining the circumstances that prevented you from meeting the SAP requirements and how you plan on ensuring that you are now able to progress successfully to complete your academic program requirements
3. Attach any relevant supporting documentation to support your personal statement

Indicate the circumstances beyond your control that caused your academic progress to be unsatisfactory

Reasons for Appeal	Required Documentation
Please check all that apply:  <input type="checkbox"/> Personal illness or injury  <input type="checkbox"/> Personal crisis  <input type="checkbox"/> Illness of a family member  <input type="checkbox"/> Death in the family	Please include your name and student ID on all supporting documentation  <b>REMEMBER to attach a signed personal statement explaining the mitigating circumstances that prevented you from meeting SAP requirements</b> -Your explanation MUST include the following:  A. <b>Explain what happened in detail</b> - why you were unable to maintain SAP B. <b>Explain what has changed</b> - the corrective measures you have taken or will take to achieve and maintain satisfactory academic progress C. <b>IF this is not your first appeal:</b> Your explanation statement must include information about what has changed since your last appeal

\*The SAP standards are fully explained on the Manhattan University Website on the Financial Aid page.

**Appeal Decision and Notification**

A decision concerning your appeal will be emailed to you at your Manhattan University email.

Please submit and return all documentation with this form (**ATTN: SAP Appeals Committee**) to:  
Manhattan University  
Jasper Central, 4513 Manhattan College Parkway Riverdale, NY 10471 Email: [Jaspercentral@manhattan.edu](mailto:Jaspercentral@manhattan.edu)

I further understand that:

1. Submission of this appeal does not guarantee reinstatement of eligibility for financial aid.
2. If my appeal is approved, I am on financial aid probation. I may be given an academic plan which I must follow successfully to be eligible for aid.
3. If I fail to meet SAP within one semester or fail to meet the requirements of my academic plan my financial aid will be suspended until all components of SAP have been met, as determined at the end of the next evaluation period. If my appeal is denied, I am not eligible for financial aid and I will need to use alternative financial resources to attend Manhattan University until I meet SAP standards.
4. **In order to have my Appeal reviewed, I must submit ALL documentation required.**

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Phone: \_\_\_\_\_

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For Office Use Only:

Received \_\_\_\_\_

Approved \_\_\_\_\_ 2<sup>nd</sup> Approval \_\_\_\_\_