



# MANHATTAN COLLEGE

## Financial Aid Administration

### Financial Aid Satisfactory Academic Progress (SAP) Appeal Form

Satisfactory Academic Progress (SAP) eligibility is defined as maintaining a cumulative 2.0 grade point average and successfully completing 66.67% of all credit hours attempted. A recent audit of your academic record indicates that your previous coursework does not meet the federal financial aid eligibility thresholds. Because you are failing to meet SAP standards you are required to submit a SAP Appeal Form in order to be *considered* for financial aid. Please note that submission of an appeal does not guarantee reinstatement of your financial aid eligibility. **Instructions: Submit this form with any documentation to Financial Aid Administration and attach the Academic Plan form, completed and signed by you and your academic advisor. You will be contacted if more documentation is required. The appeal decision will be emailed to your student e-mail inbox.**

NAME \_\_\_\_\_ ID# \_\_\_\_\_

ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

Tel # (\_\_\_\_) \_\_\_\_\_ School/Major \_\_\_\_\_ Last semester attended \_\_\_\_\_

1. I was unable to maintain SAP due to the following “mitigating circumstances” (check one):

\_\_\_\_\_ Injury or illness of the student (attach documentation)

\_\_\_\_\_ Illness or death of a relative of the student (attach documentation)

\_\_\_\_\_ Undue hardship as a result of special circumstances (attach documentation)

2. Please explain how the mitigating circumstance(s) above contributed to your inability to meet Satisfactory Academic Progress requirements. You must attach a typed statement of not more than two pages to this form explaining, in detail, the reason for your appeal. If your appeal is due to your lack of academic progress in past semesters, you should provide a detailed account of **(a) what caused your work to fall below acceptable standards? Be honest and be specific. (b) how have those conflicts been resolved? (c) what has and will continue to change to enable you to regain Satisfactory Academic Progress.**

**Statement of Certification:** I certify that the information provided on this form is accurate and true to the best of my knowledge. I understand that my academic advisor and other college administrators may be consulted in the review of this appeal. I must agree to a Satisfactory Academic Progress (SAP) Academic Plan and meet the terms of that plan to remain eligible for financial aid.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date