



Satisfactory Academic Progress Appeal

183 College Drive • De Queen, AR 71832 • P.800.844.4471 • P.870.584-1128

Student's Name _____ Student I.D. _____

Home Address: _____
Street City State Zip

Home Phone#: (_____) _____ Anticipated Graduation Date: _____

Semester or academic year for which you are requesting re-instatement of your financial aid: _____

Degree appealing for: _____

- Reason for appealing:
- Hours Attempted
 - Already have Associates degree
 - GPA
 - Transferring in on Suspension
 - Over Hours/Maximum Time Frame

Students who have lost their eligibility for financial aid due to lack of satisfactory academic progress (SAP) may appeal for re-instatement of their eligibility if circumstances beyond their control prevented them from meeting the established standards.

Appeals will not be reviewed until steps 1-4 have been completed.

Step 1: Provide a typed explanation of reasons and circumstances that caused you to fail to meet the required standards. It is important that you demonstrate a clear and thorough understanding of why you experienced academic difficulties so that you will be able to take sufficient steps in the future to improve your academic performance and meet the prescribed standards. You will need to outline the specific steps you intend to take in the next semester. Be thorough and detailed.

Step 2: Provide any necessary documentation that can help validate your appeal. Such documentation, for extreme circumstances, may include hospital records, police reports, court records, letters from your doctor(s), or any documentation that may help in identifying your particular situation.

Step 3: Meet with your advisor to review your degree audit. The appeal application is incomplete if your academic advisor does not sign off on the appeal application. If necessary, fill out a Change of Major with your assigned Advisor to ensure that you are enrolled in the degree stated on this appeal form.

Step 4: Provide an unofficial copy of your CCCUA transcript and copies of transcripts from any previously attended institutions. (Transcripts may be obtained from the admissions office).

I understand that the Financial Aid Office will not accept any SAP Appeal that is incomplete or lacks documentation. I am therefore, submitting my completed SAP Appeal. All appeals must be submitted and uploaded into WORKDAY by the first day of classes for the current semester. Any application turned in after the deadline will be reviewed the following semester. Once a decision has been made, the Financial Aid Office will notify me of the Appeal outcome. The decision of the Appeal Review Committee is final.

Student Signature: _____ Date _____

Advisor's Signature _____ Date _____

Advisor notes:

The Following is for Appeal Committee Use Only

Approved Program of Study: _____ Expected date of Graduation (month and year) _____

Approved Program Restrictions::

Semester _____ Hour Restrictions _____ Semester _____ Hour Restrictions: _____

Semester _____ Hour Restrictions _____ Semester _____ Hour Restrictions: _____

Action Taken: Approved / Denied

YES / NO

Appeals Committee Chair

Date

Notes added in Workday