



# Office of Financial Aid

2023-2024

## Satisfactory Academic Progress Appeal

The Office of Financial Aid has established a process to review appeals related to Satisfactory Academic Progress. To have an appeal reviewed, submit a written/typed statement and appropriate documentation to the Office of Financial Aid. **The deadline dates to file an appeal are listed below. Appeals received after this date will be reviewed, however, if the appeal is approved, the student will regain eligibility for financial aid beginning the next semester enrolled.**

### 2023-2024 deadline dates to file an appeal

Fall 2023	August 23, 2023
Spring 2024	January 10, 2024
Summer 2024	May 22, 2024

To complete an appeal follow ALL steps below:

- 1. Explain in detail the reasons that caused your suspension status.
  - a. What happened the quarter/semester/year that caused you to go onto warning?
  - b. What happened the quarter/semester/year that caused you to go onto suspension?
  
- 2. State how you plan to improve upon past academic performance. How has the situation improved that you may now be able to successfully complete the classes attempted? **Failure to provide a plan for improvement WILL result in your appeal being denied.**
  
- 3. Attach third party documentation on company letterhead to clarify/support your appeal such as: statements from academic advisors, faculty, employers, physician, attorney, or clergy, or copies of an obituary, police reports, insurance reports, or court filed documents. The Appeals Committee will not review appeals without sufficient third party documentation. All documentation must be **date specific** and address the circumstances that occurred during the quarters/semesters/year your academic performance did not meet minimum standards. **Failure to substantiate your circumstances WILL result in your appeal being denied for lack of documentation.**
  
- 4. Print and attach your unofficial transcript AND your degree audit indicating your needed classes for graduation from My ZSC. With your degree audit, you must also include a written statement from your advisor and an outline of when each class (semester/year) will be completed for timely graduation.

*In general, the appeal process is not to be used to extend the student's financial aid eligibility. Therefore, SAP appeals for Maximum Time Frame (MTF) may be denied.*

**My signature attests to the accuracy of all information and documentation submitted pertaining to this appeal. I understand that if my appeal is approved I will be placed on Appeal status and sent a letter detailing the terms of my appeal for which I am responsible. This letter must be read, signed, dated, and returned to the office in order for my aid to be reinstated. I also understand that if I do not meet the terms of my appeal I may NOT appeal again regardless of the circumstances.**

Student's Name (print): \_\_\_\_\_ SSN: \_\_\_\_\_

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

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

**FOR INTERNAL USE ONLY**

Committee Recommendation:

**Committee Member:** \_\_\_\_\_ Approved \_\_\_\_\_ Denied

Comments \_\_\_\_\_  
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\_\_\_\_\_  
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Signature \_\_\_\_\_ Date \_\_\_\_\_

**Financial Aid Office Representative** \_\_\_\_\_ Approved \_\_\_\_\_ Denied

Reasons for Decision:  
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Terms of the Appeal:  
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Financial Aid Signature: \_\_\_\_\_ Date: \_\_\_\_\_