

Satisfactory Academic Progress (SAP) Appeal (Suspended while on Probation)

_____	_____	_____
Last Name	First Name	Student ID#
(____) _____	_____	_____
Phone Number		Date of Birth

Students who have been suspended while on probation due to not meeting/following their academic plan may appeal for reinstatement of Federal Financial Aid.

This is a two-step process:

Step 1: To be considered you must first present this Satisfactory Progress Appeal including a detailed statement explaining your circumstances for the semester. In addition to your written statement if there are extenuating circumstances that led to your inability to meet/follow your academic plan be sure to include any supporting documentation.

Include the following in your appeal:

- o If you made SAP progress during the term but did not meet your academic plan submit **only** a typed reflection letter indicating your short failings during the semester and how do you plan to do better in the coming semesters.
- o If you did not make progress during this term, a detailed typed and signed statement explaining your extenuating circumstances along with third party documentation verifying your claim.
 - Things to consider.
 - Dates must align with the dates that you were enrolled at CSI to which you did not meet SAP.
 - Address what changes have occurred that will now make you successful to meet SAP requirements.
 - Include copies of third-party verification of your circumstance or condition.
 - Ex: doctor’s note (with dates of treatment), legal documentation, medical documentation, death notice (or) death certificate.

Step 2: If your appeal is granted you must complete an NEW academic plan with your major advisor. Access to the online academic plan will be granted by the Financial Aid Office. Approval/denial of the Satisfactory Academic Progress Appeal will be dependent on your academic plan and your ability to meet the terms of Satisfactory Academic Progress (www.csi.edu/SAP).

I _____, acknowledge that it is my responsibility to be aware of all the CSI deadlines. I am responsible for making tuition payment arrangements in-full, on-time, regardless of financial aid or this appeal form. Failure to pay my tuition and/or fees may result in additional fees as well as my classes being dropped. I am responsible for any late fees or charges I incur because of not paying my tuition in-full or on-time.

Student Signature

Date