

Satisfactory Academic Progress (SAP) Appeal

Last Name First Name Student ID#

(____) _____ - _____

Phone Number Date of Birth

This is my first appeal _____ **-OR-** **I have previously appealed a suspension (semester/year)** _____

I am on suspension for: GPA _____ **Completion Rate** _____

You may appeal for reinstatement of financial aid only if there were extenuating circumstances which led to your academic difficulties. Extenuating circumstances are those which the student has no control over and may include: death in the student’s immediate family, hospitalization, accidents, COVID-19 related circumstances and illness. Please read over the entire appeal form carefully, failure to provide the requested information will result in a denial of this appeal due to a lack of sufficient information.

Appealing SAP is a two-step process.

STEP 1 - Include the following in your appeal:

- A detailed typed and signed statement explaining your extenuating circumstances along with third party documentation verifying your claim. NOTE: If your appeal is COVID-19 related NO third party documentation is required.
 - Things to consider.
 - Dates of documentation and statements 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 enable you to now 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).

An appeals committee will review your claim and documentation. In order to help the committee process your appeal, please tell us more about your academic plans by answering the following three questions. Please attach a separate sheet of paper if you need more room.

1. What is your current degree or certificate objective?
2. What is your anticipated graduation date?
3. After you complete your current degree or certificate, what are your career goals?

STEP 2 – Access to SAP tool/Academic Plan in MyCSI:

If your appeal is approved by the appeal committee, you will be notified via email and you will be granted access to complete an academic plan in MyCSI. It will be required that your plan is approved by your academic advisor and the Financial Aid Office before any federal aid will be awarded. It is strongly encouraged that you meet with your academic advisor to assist in setup of the academic plan.

If it is determined by the committee that your extenuating circumstances and/or documentation is invalid your appeal will be denied. If your SAP appeal is denied you will be responsible for paying any tuition and fees in full or making payment arrangements with the Registrar’s office.

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 as a result of not paying my tuition in-full or on-time.

Student Signature: _____ Date _____