Financial Aid Satisfactory Academic Progress (SAP) Appeal

Students who have not met Satisfactory Academic Progress (SAP) standards and are placed on Financial Aid Suspension are not eligible to receive federal or institutional financial aid. A student may appeal a Financial Aid Suspension status with this form. Visit https://www.ccsu.edu/financialaid/ for additional information on SAP.

Please Note: The Financial Aid Satisfactory Academic Progress (SAP) Policy and appeals process is separate from the university’s Good Academic Standing Policy (Academic Probation & Academic Dismissal) and appeals process.

Part One: Student Information
Name: ____________________________________________  Student ID#: __________________
Phone #: ________________________

Part Two: Appeal Information & Required Documentation
Semester that you are seeking reinstatement of Financial Aid: ___________________________
Have you appealed your Financial Aid SAP status before: ☐ No ☐ Yes, _____________ (semester)

SAP Standard Not Met (check one or more)
☐ Cumulative GPA below 2.00 (undergraduate students) or 3.00 (graduate students)
☐ Course completion rate of less than 67.5% (total earned credits divided by total attempted credits)
☐ Maximum timeframe (exceeded 150% of allowable maximum attempted credit hours)

Reasons for the SAP Appeal (check one):
☐ Illness or Injury (must attach a verification letter from a healthcare provider)
☐ Death of a Relative (must attach an obituary or other related documentation)
☐ Other Special Circumstances (must attach relevant supporting documentation)

Required Documentation (must be attached to this form):
☐ Typewritten statement from the student that:
  1. Describes the legitimate circumstances that prevented you from meeting SAP standards
  2. Identifies what has changed so that you will meet SAP standards going forward
☐ Supporting documentation

Part Three: Student Certification
All information provided as part of this appeal is true to the best of my knowledge.

Student Signature: ________________________________  Date: ________________________________

The Satisfactory Academic Progress Appeals Committee attempts to respond to student appeals within 2 weeks of submission. Decisions will be communicated to students via their CCSU e-mail account and/or a mailed paper letter.

Submit a completed appeal to:
Satisfactory Academic Progress Appeals Committee, c/o Office of the Registrar
Willard-DiLoreto, Room D 202, Fax (860) 832-2250, E-mail regstaff@ccsu.edu