1. At this page you will need to login if you have previously created an account, or click the 'Create Account' option below.

2. Once the student has logged in, if the system does not show they have a SAP task they will need to request one to begin the process. To request one they will need to click the button on the top right that states 'Request'.
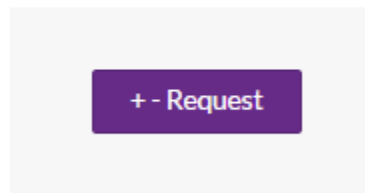
3. From this screen the student will then select the year in which they are starting and hit the Plus sign next to the appeal they are trying to complete. In this instance it will be a SAP Appeal.

4. The next screen the student sees will be the initial screen that shows their task list.

5. The student will need to click the yellow arrow next to their task. They will begin with the SAP Appeal Web Form. The form can be accessed by clicking 'view form'.

SAP Appeal

Your school has identified you as having failed to meet Satisfactory Academic Progress. To continue with your SAP appeal you must complete the SAP Appeal web form. When completing the web form you must provide
Read More

💬 Student is not meeting one or more of the following. GPA requirement Completion Rate

⭕ SAP Appeal Web Form ❓

☑ View Form

⭕ Upload Third Party Documentation ❓

⬆ Upload

Submit

6. The form opens up on the Instructions tab, demographics, statement and review and sign. The student will not be able to get beyond the statement section without uploading third party documentation supporting their mitigating circumstances.

2017/2018 Satisfactory Academic Progress Appeal

Instructions

After a review of your academic history it has been determined that you are not meeting one or more of the standards established in the Satisfactory Academic Progress (SAP) Policy. You can appeal this decision by providing additional information surrounding the unusual circumstances beyond your control that has led to not meeting the SAP standards. Please contact the Office of Financial Aid for additional information or if you have questions.

- ❯ Instructions
- Demographics
- Statement
- Review & Sign

↩ Return to Student Tasks

Continue ➜

2017/2018 Satisfactory Academic Progress Appeal

Demographics

Please correct the following information if needed.

* Required

- Instructions
- ❯ Demographics
- Statement
- Review & Sign

*First name

*Last name

*Phone number

↩ Return to Student Tasks

← Back

Continue ➜

2017/2018 Satisfactory Academic Progress Appeal

Instructions
Demographics
> Statement
Review & Sign

↩ Return to Student Tasks

Signed Statement Request

Instructions

Please provide the following to the Office of Financial Aid at your Institution.

1. A detailed statement that includes the following information:
   - Extenuating circumstances that caused you to fail to meet Satisfactory Academic Progress.
   - What has changed that will enable you to meet Satisfactory Academic Progress at the next evaluation.
   - The steps you will take to ensure you continue to meet Satisfactory Academic Progress in the future.

GPA requirement
Completion Rate

Required: enter your statement...

☐ I will provide supporting 3rd party documentation.

← Back   Continue →

Version 14.81.4885

7. After the statement has been written and the 'box' indicating you will upload third party documentation is marked you will be able to continue through the appeal. You will e-sign the form with your password used to login to the e-verification site. Once all documents are uploaded, the purple 'submit' button will be available for you to submit and finish the appeal.

SAP Appeal

Your school has identified you as having failed to meet Satisfactory Academic Progress. To continue with your SAP appeal you must complete the SAP Appeal web form. When completing the web form you must provide Read More

💬 Student is not meeting one or more of the following. GPA requirement Completion Rate

○ SAP Appeal Web Form ❓   ✎ View Form

○ Upload Third Party Documentation ❓   ↑ Upload

                                                      Submit