



## Satisfactory Academic Progress Suspension Appeal Form

Student Name:	SSN or ID:
Phone Number:	Date of Birth:

### Satisfactory Academic Progress Suspension Appeal:

Students who have been on Warning or Probation and are not meeting GPA/Pace requirements are placed on Satisfactory Academic Progress Suspension, as stated in the Financial Aid Satisfactory Academic Progress (SAP) Policy. You are given the opportunity to appeal your SAP Suspension if you feel there were extenuating circumstances that hindered your academic performance. Your appeal will be reviewed by a committee. The notification of the committee’s decision will be communicated through your CASC email account.

### To be considered for an appeal, you must:

- Attach a signed and dated statement that includes responses to both of the following questions:
  1. **Why have you failed to make satisfactory academic progress?** Explain in detail.
    - You may provide supporting documentation such as: doctor’s statement, court records, death certificates, or unemployment verification.
  2. **What has changed that will allow you to make satisfactory academic progress for your next term of enrollment?** Explain in detail.

\*Be sure to address the extenuating circumstances that have affected you in both your most recent and your previous terms of enrollment.

I understand that, should this appeal be granted, I will only receive aid for the classes needed to complete my degree (listed on degree evaluation). I understand that the committee’s decision is final.

My signature certifies that everything I have stated is true to the best of my knowledge. Should the committee find anything provided in support of my appeal to be inaccurate, I understand that my appeal will be denied.

\_\_\_\_\_  
Student’s Signature

\_\_\_\_\_  
Date

# Degree Evaluation for Financial Aid Suspension Appeal

Student Name: \_\_\_\_\_ Date: \_\_\_\_\_

Student ID or SSN: \_\_\_\_\_

Degree Sought: \_\_\_\_\_ Major: \_\_\_\_\_

Expected Date of Graduation: \_\_\_\_\_

The student must also submit the **Suspension Appeal form (SAP or MTF) with the supporting statement** before the appeal will be considered complete. Official transcripts for previous hours from another college or university must be submitted to the CASC Admissions Office and have hours transferred to the CASC academic transcript before the degree evaluation will be considered complete. It is the student's responsibility to see that the other hours have been added to the CASC transcript.

## THE REMAINDER OF THIS FORM IS TO BE COMPLETED BY THE ADMISSIONS OFFICE.

The Admissions Office has reviewed the student's transcript records and determined that only the courses listed below are needed to complete the requested degree. Consequently, **financial aid will only be awarded for courses listed below.**

COURSE	TERM ENROLLED	TERM COMPLETED

COURSE	TERM ENROLLED	TERM COMPLETED

Comments:

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Admissions Signature: \_\_\_\_\_ Date: \_\_\_\_\_