



Satisfactory Academic Progress (SAP) Appeal Form

Student Name:	Student ID#:
Phone Number:	Date of Birth:
Submitting Appeal for: (mark only one) <input type="checkbox"/> Fall 20__ <input type="checkbox"/> Spring 20__ <input type="checkbox"/> Summer 20__	

To be considered for an appeal, you must:

- Attach a **statement (typed, signed, and dated)** 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: medical records, 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.
- Fill out the top portion of the Degree Evaluation for Financial Aid Eligibility Appeal form and either turn it into the Admissions Office or the Financial Aid Office.

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

Your appeal will be reviewed by a committee and the committee’s decision will be communicated through your CASC email account.

I understand that if my appeal is granted and includes an academic plan, I will only receive aid for the courses listed on the academic plan. 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 Eligibility Appeal

Student Name: _____

Student ID#: _____

Major: _____

Seeking: Associate's Certificate

The student must also submit the **Satisfactory Academic Progress Appeal form** *with the supporting statement* before the appeal will be considered complete. Official transcripts for previous hours from other colleges or universities 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. If the appeal is approved with an academic plan, **financial aid will only be awarded for courses listed below.**

COURSE	TERM ENROLLED	TERM COMPLETED

COURSE	TERM ENROLLED	TERM COMPLETED

Comments:

Admissions Signature: _____ **Date:** _____