Satisfactory Academic Progress Appeal Form

Name: ____________________________  Student ID #: ____________________________  Date: ________________

Right to Appeal
You have the right to appeal a decision of ineligibility for Federal and/or State financial assistance based on not meeting satisfactory academic progress. You may appeal aid ineligibility if there were circumstances beyond your control that prevented you from making satisfactory progress toward your degree. Such circumstances may include personal injury or illness, the death of a relative, or other special circumstances. Your appeal must explain why you failed to make satisfactory academic progress and what has changed in your situation to enable you to make satisfactory progress at the next evaluation.

Steps to File an Appeal:
1. Complete this Satisfactory Academic Progress (SAP) Appeal form
2. Attach, at minimum, a one-page detailed personal statement (signed) explaining the circumstances that prevented you from meeting the SAP requirements and how you plan on ensuring that you are now able to progress successfully to complete your academic program requirements
3. Attach any relevant supporting documentation to support your personal statement
4. New York State residence check here if applying for TAP Waiver ☐

Indicate the circumstances beyond your control that caused your academic progress to be unsatisfactory

<table>
<thead>
<tr>
<th>Reasons for Appeal</th>
<th>Required Documentation</th>
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<tbody>
<tr>
<td>Please check all that apply:</td>
<td>Please include your name and student ID on all supporting documentation</td>
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<tr>
<td>☐ Personal illness or injury</td>
<td>REMEMBER to attach a signed personal statement explaining the mitigating circumstances that prevented you from meeting SAP requirements - Your explanation MUST include the following:</td>
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<td>☐ Personal crisis</td>
<td>A. Explain what happened in detail - why you were unable to maintain SAP</td>
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<td>☐ Illness of a family member</td>
<td>B. Explain what has changed - the corrective measures you have taken or will take to achieve and maintain satisfactory academic progress</td>
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<td>☐ Death in the family</td>
<td>C. IF THIS IS NOT your first appeal: Your explanation statement must include information about what has changed since your last appeal</td>
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*The SAP standards are fully explained on the Manhattan College Website on the Financial Aid page: http://catalog.manhattan.edu/undergraduate/academicstandardsandprocedures/academicprogress

Appeal Decision and Notification
A decision concerning your appeal will be emailed to you at your Manhattan College email.

Please submit and return all documentation with this form (ATTN: SAP Appeals Committee) to:
Manhattan College
Office of Financial Aid Administration
4513 Manhattan College Parkway Riverdale, NY
10471 Email: finaid@manhattan.edu

I further understand that:

1. Submission of this appeal does not guarantee reinstatement of eligibility for financial aid.
2. If my appeal is approved, I am on financial aid probation. I may be given an academic plan which I must follow successfully to be eligible for aid.
3. If I fail to meet SAP within one semester or fail to meet the requirements of my academic plan my financial aid will be suspended until all components of SAP have been met, as determined at the end of the next evaluation period. If my appeal is denied, I am not eligible for financial aid and I will need to use alternative financial resources to attend Manhattan College until I meet SAP standards.
4. In order to have my Appeal reviewed, I must submit ALL documentation required.

Student Signature: ___________________________________________  Date: ___________________  Phone: ___________________