

# Satisfactory Academic Progress (SAP) and Maximum Credit Hours Appeal Form

The logo for Central State Community University (CSCU) is displayed in a blue-bordered box. The letters "CSCU" are in a bold, blue, sans-serif font.

We understand that unexpected events can impact a student's studies. For students who lost financial aid eligibility due to not meeting the Satisfactory Academic Progress requirements or having reached the Maximum Credit Hours limit, an appeal may be submitted if the cause was due to an extenuating circumstance. Such matters include, but are not limited to: serious injury or illness, hospitalization, death of a relative, or other undue hardship. All appeals are reviewed by a committee and responded to within 14 days of receipt, in writing. Decisions rendered by the committee are final and cannot be appealed. If approved, your financial aid will be reinstated on the condition that certain academic requirements be met to maintain eligibility. If denied, you will remain ineligible for financial aid and will be responsible for any charges associated with your enrollment. The SAP Policy is located at: <https://www.ct.edu/files/pdfs/FinancialAid-SAP-Policy.pdf>.

Submitting an appeal does not guarantee reinstatement of financial aid. Only one appeal may be submitted per term.

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## Student Information

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_  
Street Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Date of Birth: \_\_\_\_\_ Banner ID: @ \_\_\_\_\_  
Phone Number: \_\_\_\_\_ College Name: \_\_\_\_\_  
College Email: \_\_\_\_\_  
Semester for Consideration: \_\_\_\_\_

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## Instructions

To appeal for consideration of financial aid reinstatement, all appropriate and required documentation must be submitted to the Financial Aid Office. If an appeal is found to be incomplete, you will be notified in writing. Incomplete appeal submissions will delay processing.

1. Complete this Appeal form.
2. Using the space provided on the following page (add additional pages, if needed):
  - a. Describe the circumstance that impacted your ability to meet SAP/Max Hour requirements under the policy.
  - b. Explain how the situation has changed, or how you will address the circumstances described to make sure you are academically successful through the completion of your degree/certificate program.
3. Provide documentation to support the circumstance(s) described in your statement. Examples of acceptable documentation are:

- Letter from doctor, therapist or counselor	- Letter from transitional housing program
- Hospitalization records	- Police reports
- Records of Doctors visits	- Court documents
- Death Certificate/Obituary	- Written statement from clergy, relative or other third party who is aware of student's situation
- Eviction Notice	
4. Meet with an academic advisor to develop an academic plan and obtain signature on this appeal form. Provide a copy of your Degree Evaluation.
5. Submit your appeal form, statement, Degree Evaluation, and supporting documentation to the Financial Aid Office.

**Statement**

Please describe the circumstances that impacted your ability to meet Satisfactory Academic Progress or Maximum Credit Hour requirements. You must also explain how your situation has changed, or how you will address the circumstances described to make sure you are academically successful through the completion of your degree/certificate program.

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**Academic Advising (Student must meet with Advisor to obtain signature)**

Date: \_\_\_\_\_

Academic Advisor (Print Name): \_\_\_\_\_

Signature: \_\_\_\_\_

Academic Plan:

Successful completion of 6 credits with a cumulative GPA of 2.0 in the next term.

Successful Completion of Academic Program in the next term.

Other:

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**Attestation**

By signing below, I certify that all information provided and reported on this form is complete and accurate. I further agree to submit any other requested documentation to substantiate this request. I understand that if I purposely give false or misleading information and/or fraudulently sign this form, I may be fined, sentence to jail or both.

Student Signature:

Date:

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**Submission Instructions**

Please submit this form, together with all supporting documentation, to the Financial Aid Office using CSCU's Secure Upload Portal at [cscu.easy-forward.com](https://cscu.easy-forward.com). You will need your Net ID and password to sign in.