

SAP Process

1. At the end of each spring semester, the Financial Aid office evaluates and determines if students have or have not maintained Satisfactory Academic Progress.
2. The Financial Aid office will send out notifications to students who have not maintained Satisfactory Academic Progress and let them know that their financial aid has been suspended for the following academic year (including summer).
3. If eligible to appeal and have faced an extenuating circumstance that impacted academic performance, students are able to complete and submit a SAP appeal to the Financial Aid office for review. Make sure to schedule an appointment with your Success coach or advisor for assistance with your academic plan.
4. With your Success coach or advisor, create an academic plan, including the classes you will take for the following academic term, and complete your appeal form.
5. Submit your appeal and any necessary documentation to the Financial Aid Office.
6. The Financial Aid Office will review your appeal form and notify you if your appeal has been approved or denied.
7. **If approved**, financial aid will be reinstated for the following term, and students will be placed on academic probation for the following term.
8. **If placed on financial aid probation**, students will be reevaluated at the end of the term to ensure that they are meeting the goals on their academic plan.
 - a. If you are meeting Satisfactory Academic Progress at this point, you are then moved off Financial Aid probation and financial aid will continue to the next semester. Please note that all students are automatically evaluated for SAP at the end of the spring semester.
 - b. If you are not meeting Satisfactory Academic Progress at this point but have met your goals on the Academic Plan, you will remain on Financial Aid Probation and will have to complete an Academic Plan for the upcoming semester.
 - c. If you are not meeting Satisfactory Academic Progress and have not met the goals on your Academic Plan, you will then be moved to Financial Aid Suspension.
9. If you have been placed on Financial Aid Suspension, your financial aid will be suspended until you are back in good Satisfactory Academic Progress standing. **You will be responsible for your tuition costs should you remain at the institution.** Your options will be limited to out-of-pocket payments, payment plans, and alternative loans.
10. **If your appeal is denied**, your financial aid will be suspended until you are back in good Satisfactory Academic Progress standing. **You will be responsible for your tuition costs should you remain at the institution.** Your options will be limited to out-of-pocket payments, payment plans, and alternative loans.