



**SOUTH
SUBURBAN
COLLEGE**

Satisfactory Academic Progress (SAP) Appeal Form

SEMESTER: FA _____ SP _____
(YEAR) (YEAR)

Revised 04/22/26

Office of Financial Aid • 15800 S. State St. South Holland, IL 60473 • (708) 596-2000, ext. 5780

Name: _____ **ID:** _____

Students whose financial aid has been suspended for not meeting Satisfactory Academic Progress standards can appeal their suspension. In addition, you must provide documentation to support the extenuating circumstances as to why you did not maintain Satisfactory Academic Progress. In order for your appeal to be reviewed please complete the SAP Appeal Form and follow the requirements listed below:

1. Please indicate which situation applies to your appeal request:

☐ Family Circumstances	☐ Work circumstances	☐ Emotional concerns
☐ Medical concerns	☐ Death/immediate family	☐ Accident
2. Complete the appeal form, and turn it into the Financial Aid Office. In your appeal you must clearly state your reasons for being unable to maintain satisfactory progress, and what you plan to do in the future to become in compliance with SSC's academic policy. *Note: Provide reasoning for each semester separately.*
3. Attach any documentation that supports your extenuating or mitigating circumstances.
 - ◆ Family Circumstances: Marriage Certificate, birth Certificate, divorce papers, court documentation, police report, copy of place ticket
 - ◆ Medical Concerns: Copy of medical bills, statement from doctor
 - ◆ Work Circumstances: Letter from employer, unemployment statement
 - ◆ Death: Death Certificate, obituary
 - ◆ Emotional Concerns: Letter from counselor or therapist
 - ◆ Accident: Police report, medical documentation, car repair bills
4. After the Financial Aid Appeals Committee has met, you will be notified of the results via your SSC student email. No appeals will be accepted without documentation.
5. All appeals are for only one semester. (Please read academic plan)
6. If your appeal is granted you will be placed on Financial Aid Probation and are required to adhere to an academic plan. If your appeal is denied, you are not eligible for financial aid and your classes will not be held. It is your responsibility to either make payment arrangements or to drop your classes. Failure to do so, may result in a bill.
7. Students are allowed only one appeal per semester. DECISIONS OF THE APPEAL COMMITTEE ARE FINAL.
8. At the end of the semester your progress will be re-evaluated. The Appeal Committee will require the following:
 - ◆ Complete 100% of the classes that you have enrolled
 - ◆ Earn a GPA of at least 2.0 for the semester

Please Note: Satisfactory Academic Progress (SAP) standards for GPA requirements for Financial Aid is measured based on the Financial Aid GPA standard as established by the Department of Education and NOT the college standards of academic progress (SOAP) policy.

Satisfactory Academic Progress (SAP)

Name: _____ ID: _____

Email: _____ **Phone:** _____

Please explain the reason for your failure to meet Satisfactory Academic Progress (SAP) and the circumstances that affected your performance. Please attach documentation to support the extenuating circumstances as to why you did not meet Satisfactory Academic Progress. If there are extenuating circumstances, please attach appropriate documentation such as medical statements, death or birth certificates, etc. **Note: must be typed.**

[illegible]

I certify that I have read and understand the SAP guidelines on the back of this appeal form and agree to all stipulations thereof.

Signature: _____ **Date:** _____