



Satisfactory Academic Progress Appeal Form

Student Name:

CWID:

Degree Program:

E-Mail

Stevens Institute of Technology is required to monitor whether or not a student is maintaining Title IV Satisfactory Academic Progress (SAP) in their course of study in compliance with federal regulations. Students who have been denied federal aid because they have not met the requirements for SAP are offered the opportunity to appeal for consideration of a one-semester financial aid probationary status.

In some cases, a student's failure to be in compliance with SAP is due to unforeseen events beyond the student's control. If such extenuating circumstances can be documented, the student may complete the appeal process. Submission of an appeal does not guarantee reinstatement of financial aid eligibility. You are responsible for payment of tuition and fees regardless of your financial aid status. It is also your responsibility to be aware of all Stevens Institute of Technology's registration and payment deadlines.

Appeal forms must be submitted to the Office of Financial Aid no later than July 15, 2024 for Fall 2024 and January 13, 2025 for Spring 2025 consideration.

SAP Appeal Process Instructions: (The Office of Financial Aid must receive all of your documents at the same time) Your appeal **must include the following items (a, b and c) to be considered complete (incomplete appeals will not be considered):**

1. This appeal form must be initialed and dated.
2. A detailed, signed personal statement explaining the circumstances that caused you to fall below the minimum academic requirements for federal financial aid (the statement must be typed and attached to this form). **It is assumed by the Committee for SAP Appeals that any student filing an appeal is doing so based upon the need for financial aid. Therefore, do not discuss your need for financial aid as a part of your rationale for reinstatement of Title IV Federal Financial Aid.**

Your personal statement should include:

- a. the date(s) the circumstance occurred (i.e., one time, on-going, length),
 - b. how this circumstance affected you personally and academically,
 - c. steps you have taken to resolve your circumstances and confirmation that these circumstances are resolved.
 - d. an explanation of your ability to return to school and be successful.
3. Documentation from an impartial third party (not a family member, friend, or roommate). Examples of third party documentation include physician, counselor, lawyer, social worker, teacher, religious leader, employer; death certificate, divorce decree, etc. If your SAP Appeal is based on a medical condition or cognitive or physical disability, statements from your physician or hospital on their letterhead are advised.
 - a. must include the name of the person providing the statement and their relationship to the student,
 - b. must support the claims made in your detailed personal statement,
 - c. should confirm your ability to return to school and be successful; and
 - d. must be signed and on original letterhead.

4. I am requesting aid for the following semester:

Fall 2024

Spring 2025

Student Certification

Read the following statements carefully. Your initials certify that you have read and understand all the information on this form. Please note, no electronic signatures will be accepted, initials MUST be physically written.

Student's initials & date

	I am responsible for paying my tuition in full and on time, regardless of financial aid or the status of this appeal form. I understand failure to pay my tuition and/or fees may result in additional fees as well as my classes being dropped. I am responsible for any late fees or charges I incur as a result of not paying my tuition in full or on time.
	I understand that if my appeal is granted I must meet SAP standards in my next payment period or adhere to the academic plan as established by my academic advisor to meet SAP standards in my next two payment periods. I understand that it will lose financial aid if I do not adhere to my academic plan.
	I understand that it is my responsibility to check my Stevens e-mail account that I provided above to obtain the status of the outcome of my appeal. I understand the decision determined by the Committee of SAP Appeals is final.