

Office of Financial Aid
Simmons College of Kentucky
1018 South 7th Street
Louisville, KY 40203 502-776-1443

SATISFACTORY ACADEMIC PROGRESS (SAP) APPEAL COVERSHEET

Academic Semester _____ Student Name _____

You have been determined ineligible for financial aid for failure to meet Simmons College of Kentucky's Satisfactory Academic Progress standards.

Students who lose eligibility for federal aid and state need-based programs due to not meeting SAP requirements may:

- earn the necessary GPA or semester hours to meet the minimum requirements while not receiving federal financial aid and state need-based aid and regain eligibility or
- Submit a SAP appeal and receive approval for probationary status.

Unless academically dismissed, students denied federal aid and state need-based aid may continue attending using other sources or by funding their education themselves.

It is the student's responsibility to monitor his/her academic progress and to be aware of the requirements of his/her program and SAP standards.

Appeal Process

A Student is determined ineligible for financial aid for failure to meet Simmons College Satisfactory Academic Progress standards has the right to make a written appeal to the Student Financial Aid Office *if* he/she can demonstrate:

- Failure to meet the minimum standard was caused by extreme or unusual circumstances beyond his/her control, and;
- He/she has resolved the issue (s) that caused the deficit, and; The issues (s) will not affect his/her performance in the future.

Appeal must include

- A Satisfactory Academic Progress Appeal Coversheet which is to be completed and signed. The Appeal **MUST** include the following:
 - A signed and typed letter which clearly states the extraordinary circumstances which may have adversely affected the student academic performance.
 - A defined action plan which explains how the student is going to maintain academic progress for future semesters.
- Each student's SAP Appeal form and typed letter must be turned in to the Financial Aid Office **AS SOON AS POSSIBLE** but not later than August 1, 2020 - for Fall term. The review of any SAP appeals submitted after this date **WILL** be delayed. Any federal financial aid offered for the summer term prior to the annual SAP evaluation will be canceled if it is determined the student does not meet SAP standards. If your appeal is denied, you will be responsible for any balance.
- Documentation of circumstances described in the letter must be included with the written appeal.
Note: The inability to attend classes due to lack of funds, being a first generation college student, the classes being hard/boring, etc. are not extenuating circumstances. Additional documentation may be requested after an appeal is reviewed.
- Please retain a copy of all documents submitted for your records; no documents will be returned.

Below is a listing of the potential appeal statuses:

- **Approved:** Your appeal has been approved, and you are on SAP probation for one semester. At the end of your probation semester, you must have corrected your SAP issue(s) and be meeting all SAP standards. You will be placed on an SAP plan if it has been determined you will not be able to correct your SAP issue(s) in one semester. You will receive an email outlining your SAP plan. A SAP plan will ensure you will be able to meet SAP standards by a specific point in time.
- **Denied:** Your appeal was not approved based on the information you provided. You are not eligible to receive federal financial aid or state need-based aid. If you intend to remain enrolled at Simmons College of Kentucky, you must pay your bill with other sources.

Certification Statement:

By my signature below, I certify that I have read and understand Simmons College of Kentucky SAP appeal. I understand that it is my responsibility to monitor progress and to be aware of the SAP requirements, so that I can complete my degree within the time allowed in accordance with Federal regulations. Withdrawals and incompletes could affect my eligibility for financial aid.

Student's Signature:

Date:



FOR OFFICE USE ONLY

- Approved:** Your appeal has been approved, and you are on SAP probation for one semester. At the end of your probation semester, you must have corrected your SAP issue(s) and be meeting all SAP standards. You will be placed on an SAP plan if it has been determined you will not be able to correct your SAP issue(s) in one semester. You will receive an email outlining your SAP plan. A SAP plan will ensure you will be able to meet SAP standards by a specific point in time. Academic Plan:

- Denied:** Your appeal was not approved based on the information you provided. You are not eligible to receive federal financial aid or state need-based aid. If you intend to remain enrolled at Simmons College of Kentucky, you must pay your bill with other sources. Please make a payment plan with our Finance Department or visit our website at <http://www.simmonscollegeky.edu/external-resources/> for other possible options.

Approved _____
Director of Financial Aid _____

Denied _____
Date _____

COPY MAILED TO STUDENT: _____