



SAP SUSPENSION APPEAL

Students who fail to meet one or more of the SAP Standards for two consecutive semesters are considered to be ineligible to receive financial aid. Such a student may appeal his/her eligibility status to the SAP Appeals Committee of the Financial Aid Office by submitting a "SAP Suspension Appeal" which, if approved, would result in a probationary semester of financial aid eligibility. An appeal must be based on extenuating circumstances that seriously impacted performance.

Examples of extenuating circumstances include:

- Serious illness or injury to student that required extended recovery time or significant improvement
- Death or serious illness of an immediate family member
- Significant trauma in student's life that impaired the student's emotional and/or physical health.
- Other documented circumstances

Students who have exceeded the Maximum Timeframe for their program should complete the SAP Maximum Timeframe Appeal form, which is available on the Forms section of our website at <http://www.usk.edu>.

APPEAL REQUIREMENTS

Your appeal must include all of the following items. Incomplete appeals or appeals submitted without sufficient documentation will experience delays as decisions cannot be made on appeals until they are complete.

1. Explanation of the extenuating circumstances that directly impacted your ability to meet the minimum SAP Standards (illness, injury, etc.).
2. Description of the steps you have taken to address/improve your academic performance (using a tutor, medical assistance, counseling, etc.).
3. Where applicable, attach documentation to support your appeal (situations of illness, injury, etc.). If no documentation is available, be sure to provide an explanation as to the lack of documentation in your appeal.

APPEAL GUIDELINES

- Before completing and submitting this appeal, review the SAP Standards for the Receipt of Financial Aid to ensure you have met the necessary requirements. Lack of knowledge of the SAP Standards will not be grounds for the approval of an appeal.
- Be specific when explaining your circumstances. Lack of information will result in a delay of an appeal review, or may result in a denial of your appeal. If there were problems in your physical or mental health that played a role in your circumstances, please attach supporting documentation from a doctor, counselor, or hospital (if no documentation is available, be sure to explain in the appeal).
- Do not discuss your need for financial aid in your appeal. Needing financial aid is not a valid reason for approval of an appeal.
- Complete all items on the appeal form. Incomplete appeals will delay decisions; the appeal form is 2 pages (not including this cover sheet). If you have questions about completing the appeal form, please contact the Office of Financial Aid.

APPEAL PROCEDURE

- Submit your appeal to the Office of Financial Aid at University of Saint Katherine. Appeals are due within four (4) weeks of the date of your ineligibility notification – but no later than thirty days prior to the end of the semester. Late submissions may jeopardize your financial aid.
- Appeals are evaluated by the SAP Appeals Committee within three weeks of receipt of the completed appeal.
- In some instances, appeal decisions may not be finalized prior to the start of classes; you should plan on making payment arrangements with Student Accounts to avoid the risk of class cancellation.
- If you remain enrolled in your courses once the semester begins, you will be responsible for payment of your fees – regardless of whether or not your appeal is approved.
- If your appeal is approved, you will be placed on SAP Probation for the next semester of enrollment. At the end of that semester you MUST be meeting all of the SAP Standards in order to continue to be eligible to receive financial aid.

Please note that filing a SAP Appeal does not guarantee continued eligibility for Financial Aid

Name: _____

USK ID #: _____ Daytime Phone: _____

SAP SUSPENSION APPEAL

Use this form if you are appealing your financial aid suspension due to not meeting the minimum SAP Standards for Pace and/or GPA. Failure to complete all sections or submit all documentation will result in a delay in the decision of your appeal. Before completing and submitting this appeal, review the SAP Standards for the Receipt of Financial Aid to ensure you understand the necessary requirements. Lack of knowledge of the SAP Standards will not be grounds for approval of an appeal.

STEP 1: YOUR CURRENT ACADEMIC INFORMATION

Degree Objective: *Bachelor's* *2nd Bachelor's*

Declared Major: _____ Expected Graduation Semester: _____

Step 2: REASON FOR FINANCIAL AID SUSPENSION

Indicate the reason for your appeal of your suspension:

I currently have a cumulative Grade Point Average (GPA) below the minimum required standards and I feel that I have extenuating circumstances (Cumulative GPA Requirements are: 2.0 for Undergraduate).

I currently have a cumulative Pace of Progression below the required standards and I feel that I have extenuating circumstances (The Pace Standard requires ***ALL STUDENTS*** to successfully complete at least 66% of all units attempted).

PLEASE NOTE: If you have exceeded the Maximum Time Frame (150% of program requirements), do not complete this appeal. You must complete the Maximum Time Frame Appeal.

Step 3: REASON FOR NOT MEETING SAP STANDARDS

Indicate the extenuating circumstances that have caused you to not meet the minimum SAP Standards (examples include: illness, injury, etc.). Attach additional pages if needed. Be sure to include the following details:

- The circumstances that caused you to not meet the minimum SAP Standards
- When the circumstances occurred
- How long the circumstances lasted
- How this affected your ability to complete your coursework

Name: _____

USK ID #: _____

Step 4: EXPLANATION OF STEPS FOR FUTURE SUCCESS

Describe the steps you have taken to address the circumstance(s) in Step 2, and ensure that you will be able to meet the minimum SAP Standards at the next term of enrollment. Emphasize what will be different in your situation to ensure success. Provide appropriate documentation from individuals aware of your circumstances, if applicable (examples include employer, physician, tutor, academic advisor, counselor, etc.). Attach additional pages if needed.

STEP 5: STUDENT STATEMENT AND SIGNATURE

I understand that if this appeal is approved, I will be placed on Financial Aid Probation for my next semester of enrollment, and that at the end of my probation semester, I will be required to be meeting of all of University of Saint Katherine's SAP Standards. Failure to meet all three SAP Standards will result in my being ineligible to receive further financial aid.

I understand that appeal decisions may not be made prior to the first day of classes for my next semester of enrollment; if I remain enrolled as of the first day of classes I will be responsible for any USK charges incurred.

I certify that I am the student listed on this Appeal Form and that all information provided on the form and in any attachments is complete and accurate. By signing this document I authorize the Office of Financial Aid at University of Saint Katherine to verify any of the information submitted.

Student Signature _____ Date _____

Return This Form and Supporting Documentation:

By Mail:
University of Saint Katherine
1637 Capalina Road
San Marcos, CA 92069

By FAX:
760.471.1314
Be sure to indicate "Attention Financial Aid"

In Person:
Office of Financial Aid
University of Saint Katherine
1637 Capalina Road
San Marcos, CA 92069