Satisfactory Academic Progress Appeal

UA Cossatot

183 College Drive • De Queen, AR 71832 • P.800.844.4471 • F.870.642.5088 • www.cccua.edu

According to our records, you have failed to maintain Satisfactory Academic Progress (SAP) to be eligible for Federal Student Aid funds. In order to continue to receive Federal Student Aid funds, a student must be making Satisfactory Academic Progress as defined by Federal Regulations and as outlined in the UA Cossatot catalog.

Student's Name_____Student I.D._____

Steps you need to take:

Step 1: If your Financial Aid has been cancelled at UA Cossatot, your financial aid will not be reviewed until your cancellation has been resolved and approved by an appeals process .

Step 2: Complete financial aid file. Students must have a FAFSA on file at our office along with all requested documents.

Step 3: Type an explanation of why your grade point average and/or your course completion rate are lower than the standard. Provide reasons for **each** semester that you did not meet grade point average and/or course completion rate. Attach your typed letter to this form.

Answer the following questions in your typed explanation:

A. Why is your grade point average below the minimum standard and/or your course completion rate lower than the standard? Include your reasons and dates for your circumstances.

B. How has your situation changed and what will you do to improve your grade point average and/or your completion rate?

C. Any necessary documentation that can help validate your appeal should be turned in with the appeal. Such documentation, for extreme circumstances, may include hospital records, police reports, court records, letters from your doctor(s), or any documentation that may help in identifying your particular situation.

Step 4: Meet with your advisor to discuss educational goals and what must be done to earn a degree at UA Cossatot. **Nursing students must meet with an advisor in the Nursing Department.**

Step 5: Fill out a Change of Major in the Admissions Office to ensure that you are enrolled in the degree stated on this appeal form.

The student is working on _____ degree plan.

Advisor's recommendation for student to be successful:

_____

_____

_____

_____

Advisor's Signature _____Date_____

UAC is in compliance with EEO/AA/ADA in student and employment programs and activities. Call 870-584-4471V or 800-844-4471V or AR RELAY Services for the Deaf and Hearing Impaired @ 711

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Step 6: Your UA Cossatot transcript and degree audit must be attached to the appeal form.

Step7 : Complete the Student Section of this form as listed below:

Student Section

Student's Name: _____

Home Address: _____
Street City State Zip

Home Phone#: (_____) _____ UA Cossatot Student ID: _____

Please review the below check list to make sure all required documentation to be provided is attached:

_____ Typed explanation of the situation.
_____ Unofficial UA Cossatot transcript
_____ Transcript Evaluation (if this is your first semester at UA Cossatot)
_____ A copy of your degree plan with a Degree Audit
_____ All supporting documentation
_____ Copy of other college transcripts

I understand that the Financial Aid Office will not accept any SAP Appeal that is incomplete or lacks documentation. I am therefore, submitting my **complete** SAP Appeal. I understand that the Financial Aid Appeal Review Committee will only review a completed Satisfactory Academic Progress Appeal and that the application must be turned in by the first day of classes for the current semester. Any application turned in after the deadline will be reviewed the following semester. Once a decision has been made, the Financial Aid Office will notify me of the Appeal outcome. The decision of the Appeal Review Committee is final.

Student Signature: _____ Date _____

For Appeal Committee Use Only

Action Taken: Approved / Denied

_____ _____
Appeals Committee Chair Date

Approved with Stipulations: _____

_____

_____

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