



## SATISFACTORY ACADEMIC PROGRESS (SAP) APPEALS

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Name: \_\_\_\_\_ Student ID: \_\_\_\_\_

Email: \_\_\_\_\_ Telephone: \_\_\_\_\_

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Students not satisfying SAP standards at the end of the Warning period lose their Title IV, HEA financial aid eligibility. The Satisfactory Academic Progress Appeals process allows those students to petition the University for reinstatement of Title IV aid eligibility.

Students may have the opportunity to have their eligibility reinstated by appealing the decision and being placed on Financial Aid Probation. **Students have five (5) business days after being notified to institute an appeal to be placed on Probation (PT).** Students should complete the Satisfactory Academic Progress Appeals form. The appeals form must be returned to the Director of Financial Aid, who will meet with the Financial Aid Appeals Committee to make a decision on the appeal.

**The student must provide supporting documents and describe any unusual circumstance(s)** that the student believes deserve special consideration. The basis on which a student may file an appeal: death of a relative, an injury, or illness of the student or other special circumstance. **The student must provide a statement as to why they did not make SAP AND what has changed that will allow them to make SAP by the next evaluation point.** SAP eligibility is not reinstated for a semester that has ended.

Once the Financial Aid Appeals Committee has made a decision, the Director of Financial Aid will provide notification, in writing, to the student within ten (10) business days. The Committee's decision is final.

**Note: Satisfactory Academic Progress appeals are NOT the same as academic appeals.**

If the Committee approves the appeal, the student will be placed in Probation status.

When a student is placed on Probation status, he or she will be required to do the following:

1. Agree to a written academic plan that specifies how the student will regain SAP. The plan may include but is not limited to mandatory tutoring, scheduled advisement sessions, extra course assignments, repeating a course for which the student received a failing grade, and/or repeating a course from which the student withdrew.
2. Sign the academic plan (a copy will be kept in the student's file).

3. All courses must be taken at Huntington University of Health Sciences to comply with the academic plan.
4. If a student is on an academic plan and follows the plan, he or she may be eligible for another semester of aid.

**Exclusions (the following situations are NOT grounds for an appeal):**

- **Past Due Account Balance.** An appeal is not a substitute for keeping a student account paid and current. A student is responsible for charges and payments to his/her account.
- **Non-attendance and/or Poor Academic Progress.** The appeal process is for those students who are academically engaged (attended and participated in classes until the time of the event). It is not intended for students in non-attendance, for those who have stopped attending due to personal reasons or change of academic plans, and/or for those with poor academic progress.
- **Situations that are Academic in Nature.** If the situation regarding your failure to meet the Standards of Academic Progress is directly related to coursework and/or instruction.
- **Non-Emergency or Preventative Medical Appoints/Procedures.** Routine exams, elective procedures, and preventative care not requiring extended absence or which could have been scheduled without impacting class attendance do not qualify (e.g., pregnancy does not qualify unless complications arose requiring extended absence). Cosmetic procedures do not qualify unless required due to a medical emergency; appropriate documentation indicating that the procedure was needed due to special medical circumstances is required.

**Attach all required information listed below to this coversheet and submit it at the same time. Incomplete appeals will be denied.** All appeals documents may be sent to [financialaid@huhs.edu](mailto:financialaid@huhs.edu) or mailed to the University at 118 Legacy View Way, Knoxville, TN 37918.

**Appeal Requirements:**

1. Your personal statements addressing the following (cannot be provided by someone else and **must be typed, dated and hand-signed**):
  - **Personal Statement of Extenuating Circumstances.** Provide concise, factual statements that describe extenuating circumstances, such as personal injury or illness, family emergency, death of a close relative (e.g. parent, sibling or grandparent), or other exceptional circumstances that occurred during specific individual semesters/terms of enrollment in which you did not successfully pass all classes. If you continually enrolled with an ongoing medical condition or personal circumstance, explain why you did not reduce your course load or stop attending to adjust to any personal limitations.
  - **Personal Statement of what has changed.** Explain what has changed in your situation, and the steps you have taken to ensure that you will successfully complete all current and future classes.

2. **Supporting Documentation.** Attach written documentation (no pictures) that is date specific and clearly supports each extenuating circumstance described in your personal statement(s), and that documents changes and steps you have taken to ensure current and future success in your classes. Do not provide originals, or your only copy, as all documentation provided to the University will not be returned and at the end of the retention period will be imaged and the hardcopy destroyed.

**Examples of Acceptable Documentation:**

- A signed, dated statement on professional letterhead from a doctor or other professional that confirms medical, legal, or other circumstances described in your personal statements, and that states whether these are resolved.
- A copy of a police report or court document that includes a date and information specific to what happened.
- A copy of a death certificate or funeral announcement that includes the date of death.

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**FOR OFFICE USE ONLY**

Date of student notification: \_\_\_\_\_

Comments:

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Reviewed by: \_\_\_\_\_ Date: \_\_\_\_\_