



2025-2026 Satisfactory Academic Progress (SAP) Appeal Form

Durham Tech recognizes that unforeseen circumstances may adversely affect a student’s academic performance. Students who become ineligible for financial aid due to failure to meet **Satisfactory Academic Progress (SAP)** standards—including placement on **Financial Aid Suspension** or exceeding the **Maximum Time Frame (maximum attempted credit hours)**—may submit a formal SAP appeal when the circumstances are **extenuating**. Extenuating circumstances may include, but are not limited to, serious medical conditions, hospitalization, bereavement, or other significant personal hardships.

All appeals are reviewed by the **SAP Committee** through a structured, case-by-case process. If an appeal is approved, financial aid eligibility may be reinstated and will remain contingent upon the student’s continued compliance with SAP requirements and any applicable **Academic Plan** conditions. If an appeal is denied, the student will remain ineligible for financial aid and will be responsible for all costs associated with enrollment while working to regain eligibility.

Students may review Durham Tech’s [Satisfactory Academic Progress \(SAP\) Policy](#) here for eligibility standards and appeal information.

Student Information

Last Name: _____ First Name: _____

Student ID: _____ Student Email: _____

I respectfully request the reinstatement of my financial aid eligibility for the forthcoming term:

Fall 2025

Spring 2026

Summer 2026

I am submitting an appeal for the following reason(s):

Check the applicable situation

<p>Completion Rate Suspension <i>Students who do not complete the required percentage of attempted credit hours.</i></p>	<p>I acknowledge that, if my application is approved, I will be required to complete 100% of the credit hours I attempt and maintain a minimum GPA of 2.0 each term until I meet Satisfactory Academic Progress (SAP) standards.</p>
<p>GPA Suspension <i>Students who do not maintain the minimum required GPA.</i></p>	<p>I acknowledge that, if my application is approved, I must complete a minimum of 75% of the credit hours I attempt and maintain a cumulative GPA of at least 2.5 during each academic term until I meet Satisfactory Academic Progress (SAP) standards.</p>
<p>Completion Rate & GPA Suspension <i>Students who fail to meet the required completion rate and do not maintain the minimum GPA.</i></p>	<p>I acknowledge that, upon approval, I am required to complete 100% of the credit hours I attempt and maintain a minimum cumulative GPA of 2.5 each academic term until I meet Satisfactory Academic Progress (SAP) standards.</p>
<p>Maximum Time Frame <i>Students who have transferred in credits, earned a prior degree, or completed more than half of the credits required for their current program.</i></p>	<p>I acknowledge that, if approved, I must complete 75% of the credit hours I attempt and maintain a minimum GPA of 2.0 each term. I understand that I am not permitted to change my program of study before completing my degree at Durham Tech unless advised to do so by my Academic Advisor.</p>

	<p>Maximum Time Frame – Changed Programs <i>Students who have changed their program of study multiple times.</i></p>	<p>I acknowledge that, if approved, I must complete 100% of the credit hours I attempt and maintain a minimum GPA of 2.0 each term. I understand that I am not permitted to change my program of study before completing my degree at Durham Tech, except as advised by my Academic Advisor. I also acknowledge that I must complete my program in accordance with the terms specified in Section 2. I understand that failure to meet these requirements may result in my ineligibility for future financial aid.</p>
	<p>Maximum Time Frame <i>Students who have completed half or fewer of the credit hours required for their degree.</i></p>	<p>I understand that, upon approval, I am required to complete all credit hours I attempt and maintain a minimum GPA of 2.0 each term. I acknowledge that I may not change my program of study before completing my degree at Durham Tech unless advised to do so by my Academic Advisor. I also understand that I must complete all program requirements within the term specified. I recognize that failure to meet any of these conditions may result in the loss of financial aid eligibility.</p>

Instructions

To request your financial aid to be reinstated, complete all required steps and submit all documents to the Financial Aid Office. If your appeal is incomplete, you will get a written notice. Incomplete submissions may delay the review and processing of your request.

1. Complete the Satisfactory Academic Progress (SAP) Appeal Form in its entirety.

Give a clear written explanation of the extenuating circumstances that harmed your academic performance or stopped you from finishing your degree within the maximum credit hours. Describe how you have resolved these problems or what steps you will take to succeed in the future and meet Satisfactory Academic Progress (SAP) requirements.

2. Provide supporting documentation that substantiates the extenuating circumstances described in your written statement. If you are submitting notarized documents, please ensure that original notarized copies are included with your appeal. Acceptable documentation may include, but is not limited to, the following:

Examples of acceptable documentation are:

- Letter from doctor, therapist, or counselor
- Hospitalization records
- Records of doctor visits
- Death Certificate/Obituary
- Eviction notice
- letter from a transitional housing program
- Police reports
- Court documents
- Written statement from clergy

3. Meet with your Academic Advisor to obtain their signature on your appeal form. During this meeting, you will also work collaboratively to develop a Course Plan and request a current Degree Evaluation.

4. Meet with a Financial Aid Advisor to obtain their signature on your appeal form. During this meeting, you will be informed about the requirements for maintaining your financial aid.

5. Submit your completed appeal form, Academic Course Plan, Degree, and all relevant supporting documentation to the Financial Aid Office. Before submitting your materials, ensure that all appeal requirements have been fully satisfied and that you, your Academic Advisor, and Financial Aid Advisor have signed the appeal form.

Required Academic Advising:

I have met with the student to review and discuss the Academic Plan in detail. A copy of the finalized plan has been attached to this appeal and is also available for the students' records.

Academic Advisor Name: _____ Date: _____

Academic Advisor Signature: _____

Required Financial Aid Advising:

I have met with the student to discuss SAP standards and financial aid eligibility/

Financial Aid Advisor: _____ Date: _____

Financial Aid Advisor: _____

Certification: Signature and Date

(Please read and initial each item.)

___ I acknowledge that the submission of this appeal does not guarantee the reinstatement of my financial aid.

___ I recognize that the review process for this appeal may require ten (10) business days or more.

___ I understand that, if my appeal is approved, I may be required to comply with enrollment conditions outlined in an Academic Plan or Conditional Approval to maintain eligibility for federal student aid.

___ I acknowledge that the submission of incomplete or improperly completed forms will result in delays in the processing of my appeal.

Student Signature: _____ **Date:** _____

Financial Aid Use Only:

<i>Committee Member</i>	<i>Determination</i>	<i>Comments:</i>
	<input type="checkbox"/> <i>Approved</i> <input type="checkbox"/> <i>Denied</i>	
	<input type="checkbox"/> <i>Approved</i> <input type="checkbox"/> <i>Denied</i>	
	<input type="checkbox"/> <i>Approved</i> <input type="checkbox"/> <i>Denied</i>	
	<input type="checkbox"/> <i>Approved</i> <input type="checkbox"/> <i>Denied</i>	

Financial Aid Director/Assistant Director Signature:

_____ **Date:** _____

The SAP Appeal Form must include all required handwritten signatures and initials. Typed, stamped, or electronic signatures/initials are not accepted.