



## 2026-2027 Satisfactory Academic Progress (SAP) Appeal Form

We recognize that unforeseen circumstances may negatively impact a student’s academic performance. Students who have become ineligible for financial aid due to not meeting Satisfactory Academic Progress (SAP) standards, including exceeding the maximum attempted credit hours, may submit a formal appeal if their situation qualifies as extenuating. Acceptable grounds for appeal may include, but are not limited to, serious medical conditions, hospitalization, bereavement, or other significant personal hardships.

All submitted appeals will undergo a comprehensive review within ten (10) business days of receipt. Please note that all decisions are final and cannot be appealed further. If the appeal is approved, financial aid eligibility will be reinstated and will remain contingent upon the student’s continued adherence to required academic standards. If the appeal is denied, the student will remain ineligible for financial aid and will be responsible for all costs associated with their enrollment.

The SAP Policy: <https://www.durhamtech.edu/pay-college/financial-aid/academic-standards>

### 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 2026**     
  **Spring 2027**     
  **Summer 2027**

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

*Check the applicable situation*

	<b>Completion Rate Suspension</b> <i>Students who do not complete the required percentage of attempted credit hours.</i>	I acknowledge that, if my application is approved, I will be required to successfully 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.
	<b>GPA Suspension</b> <i>Students who do not maintain the minimum required GPA.</i>	I acknowledge that, if my application is approved, I must successfully 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.
	<b>Completion Rate &amp; GPA Suspension</b> <i>Students who fail to meet the required completion rate and do not maintain the minimum GPA.</i>	I acknowledge that, upon approval, I am required to successfully 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.
	<b>Maximum Time Frame</b> <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>	I acknowledge that, if approved, I must successfully 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><b>Maximum Time Frame – Changed Programs</b>  <i>Students who have changed their program of study multiple times.</i></p>	<p>I acknowledge that, if approved, I must successfully 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><b>Maximum Time Frame</b>  <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 successfully 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 initiate a request for the reinstatement of financial aid, all required procedures must be completed in full, and all supporting documentation must be submitted to the Financial Aid Office. If your appeal is found to be incomplete, you will be notified in writing. Please be advised that incomplete submissions may result in delays in the review and processing of your request.

- 1. Complete the Satisfactory Academic Progress (SAP) Appeal Form in its entirety.**
- 2. Provide a comprehensive written explanation of the extenuating circumstances that negatively affected your academic performance or prevented you from completing your degree within the designated maximum credit hour limit. Clearly describe how these circumstances have been resolved or outline the specific strategies you will implement to ensure future academic success and continued compliance with Satisfactory Academic Progress (SAP) requirements.**
- 3. 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
- 4. Schedule a meeting with your Academic Advisor to obtain their signature on your appeal form. During this meeting, you will also work collaboratively to develop an Academic Success Plan and request a current Degree Evaluation.**
- 5. Submit your completed appeal form, Academic Success Plan, Degree Evaluation, 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 both you and your Academic 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 has also been provided to the students for their records.

Academic Advisor Name: \_\_\_\_\_ Date: \_\_\_\_\_

Academic Advisor Signature: \_\_\_\_\_

**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:** \_\_\_\_\_

*(Handwritten signatures required; electronic signatures are not accepted.)*

<p><b><i>Financial Aid Use Only: 2026-27 Academic Year</i></b></p> <p>___ Approved</p> <p>___ Conditional Approval</p> <p>___ Probation</p> <p>___ Denied</p>	<p>Comments: _____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>
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**Financial Aid Director/Assistant Director**

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_