Kean University
Office of Financial Aid

Satisfactory Academic Progress (SAP) Appeal Process
STUDENT APPEAL FORM for Exceeding Maximum Number of Program Credits

Students who are ineligible because they are not meeting SAP requirements at Kean University must submit a complete SAP appeal packet to the Office of Financial Aid & Scholarship Services, including all necessary documentation, in order to be reviewed for reinstatement of financial aid eligibility.

The SAP appeal packet must include all of the following:

1. **The SAP Student Appeal Form must be complete. Be sure your name, Kean ID#, and signature are included.**

2. **Your SAP appeal packet must have documentation to support your appeal**. Include all documents indicated in the sap student appeal form that are applicable to your selected category listed on page 2. Appeals submitted without supporting documentation will be automatically denied.

3. **Your SAP Appeal Narrative Statement (page 4) must include these specific components.**

    - Events/circumstances that directly contributed to you not meeting the satisfactory academic progress requirements
    - Specific dates, in cases of illness, accidents, etc.
    - An explanation of how things are different or have been resolved that will allow you to be more successful academically

4. **Submit your complete SAP appeal packet to sapquest@kean.edu or mail to the attention of the SAP Appeal Committee, c/o Office of Financial Aid & Scholarship Services, Kean University, 1000 Morris Avenue, Union, NJ 07083.**

Kean University
Office of Financial Aid & Scholarship Services
Satisfactory Academic Progress (SAP)
STUDENT APPEAL FORM for Exceeding Maximum Number of Program Credits
Fall Semester 2022

Only file this if you are attending Fall 2022 at Kean.

*** Deadline Date to Submit Complete Appeal Packet ***
***** Extended until July 13, 2022 *****

Students ineligible for financial aid at Kean University due to unsatisfactory academic progress (due to exceeding the maximum number of program credits) may appeal to have their financial aid eligibility reviewed for the possibility of reinstatement. An appeal can only be submitted if a student's failure to make satisfactory academic progress is based upon **documented extenuating circumstances** beyond the student's control. The student must submit this completed Satisfactory Academic Progress Student Appeal Form, along with all related supporting documentation. **All appeal decisions are final**. Appeals submitted without supporting documentation will be automatically denied. Late appeals will not be accepted and financial aid will not be awarded.

STUDENT SECTION I

Student Name: _____ Kean ID# _____
(Please Print)

Mailing Address: _____
Number and Street City State Zip Code

Program of Study: _____

Telephone Number: ( ) _____ Kean E-Mail: _____

STUDENT SECTION II –

Please check ✓ the category that applies to you and follow the instructions for that category.

- ❑ **Prerequisite Courses** (courses you were required to complete in order to be accepted into your academic program, but do not count toward your academic program.)
  - ✓ **Document needed**: Statement from current academic department advisor indicating the number of prerequisite courses needed for current academic program.
  - ✓ Must be submitted on Kean letterhead, or be sent via email from a valid KU email account.
- ❑ **Double Major or Minor**
- ❑ **Change of Major**
- ❑ **Post-Baccalaureate Certification or 2nd Degree**
- ❑ **Other.** Appeals involving other ***unexpected circumstances beyond the control*** of the student will be considered.
  - ✓ **Typed Explanation**
  - ✓ **Document(s) needed:** Any documentation supporting the unexpected circumstances (legal documentation, etc.)

STUDENT SECTION III

Complete the following information:

Number of credits required for current program of study: _____ Expected graduation date (month/year): __/__

Number of credits you have attempted (transfer credits and credits taken at Kean University): _____

Number of credits you have remaining to complete your current program of study: _____

You MUST attach the following documentation to this appeal form:

1. Copy of Kean University degree audit that documents remaining courses needed to complete your current program of study.
2. Complete the narrative statement on p. 4 explaining your program circumstances (i.e., program of studies you have pursued/completed, change in major, prerequisite courses, pursuing second degree).
3. Provide a list of *all remaining* courses needed to complete your degree requirements and indicate which semester(s) you will register for courses.

STUDENT SECTION IV – ACKNOWLEDGEMENT & AGREEMENT

Your signature below acknowledges and confirms that you have read and understand Kean University's Satisfactory Academic Progress (SAP) Appeal guidelines.

- I understand that if I previously submitted a Financial Aid SAP Appeal, which was denied, I may be automatically denied.
- I understand an appeal submitted without documentation will be automatically denied. Documentation must come from a professional objective third party that confirms my extenuating circumstance(s). My third party documentation must be submitted on official stationary or have an official seal and confirm the specific timeframe referenced in my appeal.
- I have included the narrative statement on page 4 describing my extenuating circumstances, as well as the positive steps I have taken to ensure if similar circumstances happen in the future, how I will be able to maintain satisfactory academic progress. Include any documentation to support these steps.

- I certify the information on the appeal and any supporting documentation is accurate, true, and complete to the best of my knowledge. I understand that I may submit only one Financial Aid SAP Appeal and that all decisions are final. I will provide additional supporting information if requested by the Kean University Office of Financial Aid.

- I understand that if my Financial Aid SAP Appeal is denied, I am not eligible to appeal again at a later time.

- I understand false information may be cause for denial, reduction, and/or repayment of financial assistance.

- **I understand that I will be responsible for payment in full and/or making alternative payment arrangements to the university for my bill while this appeal is being processed, regardless of the decision rendered by the SAP appeal committee, as my appeal may be denied.**

All complete appeal packets will be reviewed by the SAP Committee and you will be notified of the outcome via email. Please note that in some cases, approved appeals may be subject to placement on an academic plan until all degree requirements are fulfilled. Financial Aid SAP Appeal Packets must be received prior to the close of business on the deadline date for the applicable semester for which you are appealing. Late appeals cannot be reviewed. Submitting this application does not guarantee approval.

My signature below certifies the validity of the information contained on this form and all attachments. It also authorizes the Kean University Office of Financial Aid to verify the information submitted.

Student Signature: _____ Date: _____

Submit complete SAP Appeal Packets to sapquest@kean.edu or
Mail to the attention of the:
Financial Aid SAP Appeal Committee
C/O Office of Financial Aid & Scholarship Services
Kean University, 1000 Morris Avenue, Union, NJ 07083

FACSAPAR

SAP Appeal Narrative Statement

Sign and date at the end of your statement.

Student Name: _____ Kean ID# _____

1. **What happened?** Describe the circumstances beyond your control during your last semester that led to your failure to meet Satisfactory Academic Progress requirements. Attach documents to support the claim when appropriate.

2. **What has changed?** How do you plan to meet Satisfactory Academic Progress requirements in the future? Outline the corrective measures you have taken or will take to maintain SAP requirements. This should not merely be a statement of good intentions.

(Please attach separate pages if necessary.)